



Village of Huntley Solicitor Requirements



The Village of Huntley requires a permit be obtained for any canvasser, peddler, solicitor or itinerant merchant. There are fees that must be paid during the permit process:

- A \$25.00 application fee and a \$50.00 fingerprint fee, per applicant, are due at the time of the application. The fees are nonrefundable.
- Applications will only be accepted Monday through Friday from 8:00 a.m. until 4:30 p.m.
- Permits are good for ten soliciting days and are not renewable.
- Applicants will be contacted once the application is approved. Applicants should allow 3-6 weeks for the approval process.
- You will pick up your permit at the Police Department prior to soliciting and you must carry your permit with you.
- Upon completion of your solicitation, you must return the permit to the Police Department.
- Solicitors are not to enter the property of any premise in the Village that states, "NO SOLICITORS INVITED."
- No person shall engage in solicitation prior to 9:00 a.m. or after 9:00 p.m. of any day. No person shall engage in solicitation at any time on a Sunday or on a national holiday.

Permits are not required for public entities, religious and/or non-profit organizations.

Failure to obtain a permit and/or any violations of the ordinance can result in fines up to \$500.00 for each offense.



VILLAGE OF HUNTLEY



APPLICATION FOR SOLICITATION LICENSE

NAME: LAST, FIRST, MI			
ADDRESS:			
CITY:	STATE:	ZIP:	PHONE:
PREVIOUS ADDRESS (If less than 3 years at present address, include city, state and zip):			
DATE OF BIRTH:	HEIGHT:	WEIGHT:	HAIR COLOR: EYE COLOR:
VALID DRIVER'S LICENSE NUMBER:		ISSUED BY (state):	
NAME OF BUSINESS YOU ARE SOLICITING FOR:		LENGTH OF TIME WITH EMPLOYER:	
BUSINESS ADDRESS (include city, state and zip):			
BUSINESS PHONE:	STARTING DATE OF PERMIT:	ENDING DATE OF PERMIT (maximum 10 days):	
SUPERVISOR CONTACT INFORMATION:			
NAME _____ PHONE NUMBER: _____			
TYPE OF SOLICITATION:			
HAVE YOU EVER APPLIED FOR A VILLAGE OF HUNTLEY SOLICITOR'S LICENSE BEFORE? IF YES, WHEN?			
HAVE YOU EVER HAD A SOLICITOR'S LICENSE REVOKED OR BEEN CONVICTED OF VIOLATING ANY SOLICITING ORDINANCE?			
HAVE YOU EVER BEEN CONVICTED OF A FELONY?			
In applying for this license, I agree to comply with applicable statutes of the State of Illinois and ordinances of the Village of Huntley relating to public health, morals, safety, and fire protection.			
PRINT NAME:	APPLICANT'S SIGNATURE:	DATE:	
FOR VILLAGE USE ONLY			
PERMIT <input type="checkbox"/> ISSUED <input type="checkbox"/> REFUSED		PERMIT ISSUED BY:	
PERMIT NUMBER: _____			
REASON REFUSED:			