

Nancy S. Mikeska, Director

Chuck Purvis, Certified Building Official



CITY OF CONROE
COMMUNITY DEVELOPMENT

(936) 522-3610

SOLICITOR PERMIT PROCEDURES

City of Conroe, Code of Ordinances
Article VI, Chapter 18 131-159

An application and information packet can be obtained at the Permit Division in the Community Development Department at City Hall. You must submit all information required on the application, along with two 1 inch recent photos of yourself. This information will be reviewed by the Chief Building Inspector, and the Director. Allow ten (10) days for processing. You will be notified to come in to obtain your permit and badge if your application is submitted with all the necessary papers, and adheres to the city ordinance requirements. If additional information is required, you will be notified.

ALL NINETY DAY PERMITS:

Solicitor
Hawker
Peddler
Transient Dealer

The fee for the above permits is \$25.00

ALL ONE YEAR PERMITS:

Mobile Food Units
Roadside Food Vendor

The fee for the above permits is \$100.00

Additional badge fee: \$25

You will receive your permit and badge upon receipt of the fee amount.

A mobile food unit must engage in mobile operations and may not operate at any location for more than two hours in any day.

300 West Davis, Conroe, Texas 77301

APPLICATION FOR SOLICITORS PERMIT

TERM: PERMITS FOR ROADSIDE FOOD VENDORS AND MOBILE FOOD UNITS ARE FOR ONE YEAR - \$100.00 FEE. ALL OTHER PERMITS ARE FOR 90 DAYS - \$25.00
ALL ADDITIONAL BADGES ARE \$10.00 (EACH BADGE REQUIRES AN APPLICATION)

CLASS: _____ ADDITIONAL BADGES: _____ FEES: \$ _____

Full Name: _____ Phone Number: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Permanent Address: _____ City: _____ State: _____ Zip: _____

Sex: _____ Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Date of Birth: _____ SS# _____ - _____ - _____

Full Description of Merchandise or Food to be sold:

Location of Sale (Only applicable for Transient Dealers):

Name and Address of company employed by (If any):

Have you ever had a permit revoked within the past year? _____

If yes, explain: _____

Have you ever been convicted of a felony or a misdemeanor? _____

If yes, explain:

Vehicle Registration No. _____

Driver's License No. _____ State: _____

REQUIREMENTS

Submit the following items with your application:

Verify:

___ 2 Years/\$1,000 Permit Bond Requirement made out to the City of Conroe. Bond shall remain in full force and effect for a period of two years following the expiration of the permit.

___ Two recent photos 1 in. in size.

___ Letter from your company acknowledging you and your purpose for working in the City of Conroe.

___ Reference to Financial Rating Publication, and/or a Certificate of Good Standing.

___ Non-Profit Organizations or Group must submit a copy of Certificate of Registration made with the IRS.

___ Lease Agreement for a term of at least one month for Transient Permits.

ADDITIONAL REQUIREMENTS FOR MOBILE FOOD UNITS

___ Copy of the Montgomery County Health Department Permit.

___ Vehicle insurance in accordance with the State Requirement.

___ Copy of your contract with the licensed commissary that you will be using.

___ Letter signed and notarized by the owner of the premises stating that you may use their restrooms.

___ Provide a list of all locations that your mobile food unit will be parked.

THE ABOVE FACTS ARE TRUE AND CORRECT. _____

Applicant's Signature

WITNESS MY HAND AND SIGNATURE AT CONROE, TEXAS, THIS THE _____ DAY OF _____, 20_____.

Notary Signature

PLEASE ALLOW 10 DAYS TO PROCESS THIS APPLICATION