



City of Cañon City

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INSTRUCTIONS FOR COMPLETING APPLICATIONS TO PERFORM DOOR-TO-DOOR SALES

Thank you for applying for licensure to perform door-to-door sales within Cañon City limits. The City of Cañon City supports the philosophy of free trade and commercial speech and welcomes into our community all conscientious business owners and representatives that willingly and responsibly adhere to our laws and regulations. The purpose of this application process is to allow the opportunity for door-to-door sales companies to work inside our City limits, while providing our residents with a means by which to identify authorized door-to-door peddlers. We stand ready to assist you through this application process.

Door-to-door sales are governed by Chapter 5.40 of the Cañon City Municipal Code. Additional application restrictions and requirements are set forth on the application forms themselves. You should read the governing language and review the application form(s) carefully to familiarize yourself with all regulations and requirements of door-to-door sales.

Following are some tips to assist you through the application process.

1. **Plan ahead.** Review and approval of the license and permit(s) may take up to five business days.
2. **One “Peddlers LICENSE” is required for each company** that performs or hires employees to perform door-to-door sales.
3. **A “Peddlers PERMIT” is required for each individual peddler** that will actually engage in door-to-door sales at residences within the City. Each employee who will be hired by a company to perform door-to-door sales within Cañon City limits must be employed by a company holding a Peddlers License and must have an individual Peddlers Permit.
4. **Licenses and permits are good for one calendar year** (expiring on December 31 of each year.) Fees are not prorated and are non-refundable. Funds will not be refunded for any application that is denied for cause.
5. **Before a Peddlers License may be issued**, proof of state and city sales tax licenses will be required.
6. **Each individual peddler applying for a permit must appear personally before the City Clerk** or her designee to obtain a Peddlers Permit. Each individual must hold and present an acceptable and valid form of photo identification. (State issued driver license or identification card, passport, alien registration card, etc.)

**PLEASE DON'T HESITATE TO CONTACT THE CAÑON CITY CLERKS OFFICE FOR
ASSISTANCE OR TO ANSWER ANY QUESTIONS YOU MAY HAVE.**