



## **Peddler/Solicitor Application Packet**

401 S Jefferson Ave. Lebanon, MO 65536

Phone: (417) 532-2156 Email: [clerks@lebanonmo.org](mailto:clerks@lebanonmo.org)

No person shall peddle or solicit within the City of Lebanon unless they have in their possession a current Peddler/Solicitor's Identification Permit which has been issued from the City of Lebanon.

### **Instructions and Checklist:**

#### **Submit the following to the City Clerk's Office:**

☐ **Completed Application for Peddler/Solicitor**

☐ **Copy of No Tax Due Certificate**

*(If applying for a Peddler Permit, the business must provide a "No Tax Due Certificate")*

### **Next Steps:**

Once your completed application and supporting documents have been submitted to the City Clerk's office, the application will go through the City's administrative review process. You will be contacted once your license has been processed or if any additional information is needed.



# CITY OF LEBANON

## Peddler/Solicitor Application

401 S Jefferson Ave Lebanon, MO 65536

Phone (417) 532-2156 Email [clerks@lebanonmo.org](mailto:clerks@lebanonmo.org)

Applicant Name

Applicant's Phone  
Number

Applicant Permanent  
Physical Address

### Type of Identification Card/Permit Requested:

**Peddler** ☐

- **Peddler** - Sells good or services or seeks donation for profit
- **Solicitor** - Solicits for charitable, political, or religious purpose

**Solicitor** ☐

Name of  
Business/Organization  
that you are representing

Address of  
Business/Organization  
that you are representing

Business/Organization  
Phone Number

Physical Description of  
Applicant

*\*Copy of Driver's License  
Required*

Services or products  
that will be  
peddled/solicited

Area(s) of Lebanon  
you be peddling/  
soliciting

Length of time for  
peddling/soliciting

Are you a Mobile Vendor?

**Yes** ☐ **No** ☐

If yes, have you been  
issued an Itinerant  
Vendor's License?

**Yes** ☐ **No** ☐

Have you ever been convicted of any crime?      **Yes** ☐      **No** ☐

If yes, please state the nature of the offense and the penalty imposed

Have you previously had a permit and identification card revoked?      **Yes** ☐      **No** ☐

If yes, please state the reasoning

### **Motor Vehicle Information that will be Used**

Vehicle Make	<input type="text"/>	Vehicle Model	<input type="text"/>
Vehicle Color	<input type="text"/>	Vehicle License Number and State	<input type="text"/>

### **APPLICATION SIGNATURE**

I certify that all answers and statements made on this application are true to the best of my knowledge. I agree and understand that any misstatement of material facts herein is cause for suspension or revocation of permit. I shall fully conform to all applicable laws, codes and standards of the City of Lebanon, Missouri.

<hr/>	<hr/>
Signature of Applicant	Date

## **CITY OF LEBANON- Office Use only**

### **Administration Approval for Peddler/Solicitor**

### **Police Department Approval**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **City Clerk Approval**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ***ARTICLE IX. PEDDLERS AND SOLICITORS<sup>1</sup>***

### ***DIVISION 1. GENERALLY***

#### **Sec. 10-393. Purpose and scope.**

- (a) This article is designed to:
- (1) Prevent undue annoyance of city residents by peddlers and solicitors;
  - (2) Maximize the First Amendment rights of peddlers and solicitors, as well as the right of city residents to be secure in their homes;
  - (3) Reduce the opportunity for crime within the city;
  - (4) Attempt to provide some assurance to residents of the city that peddlers and solicitors are not burglars and criminals in disguise; and
  - (5) Attempt to increase the physical safety of peddlers and solicitors who go from place to place within the city.
- (b) For the purposes of this article, there shall be no difference to the rights, privileges and duties required of peddlers and solicitors, except for the special restrictions in section 10-457.

(Code 1985, § 16-16; Ord. No. 3152, § 1, 3-1-1984)

#### **Sec. 10-394. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Mobile vendor* means any person engaged in the business of selling prepared, prepackaged or unprepared, unpackaged food or foodstuffs of any kind, goods, ware, merchandise, or any other thing of value from a mobile vending unit.

*Peddler* means one who, for profit to himself or his principal, sells any good or service or seeks a donation for any cause of a profit-making or commercial character in residential areas on streets, or door-to-door.

*Solicitor* means one who solicits for a charitable, political or religious purpose, even if incidental for such purpose there is the sale of some good or service in residential areas on streets, or door-to-door.

(Code 1985, § 16-17; Ord. No. 3152, § 2, 3-1-1984)

State law reference(s)—Peddler defined, RSMo 150.470.

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<sup>1</sup>State law reference(s)—Municipal authority to license and regulate hawkers, peddlers, etc., RSMo 94.110; itinerant vendor and peddler licenses and taxes, RSMo ch. 150.

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**Sec. 10-395. Persons presumed peddlers; exception.**

It shall be presumed that an individual engaged in activities regulated by this article is a peddler rather than a solicitor. This presumption may be overcome by:

- (1) A showing that donations to the organization for which one wishes to solicit is exempt from federal income taxation under section 503 of the Internal Revenue Code; or
- (2) A showing that the organization for which one wishes to solicit is an organization whose primary purpose is to influence public policy.

(Code 1985, § 16-18; Ord. No. 3152, § 3, 3-1-1984)

**Secs. 10-396—10-418. Reserved.*****DIVISION 2. PERMIT AND IDENTIFICATION CARDS<sup>2</sup>*****Sec. 10-419. Required; state license prerequisite to permit.**

- (a) No person shall peddle or solicit, or operate as peddlers or solicitors, in the city without first having obtained a permit and identification card to do so from the city clerk. The issuance of the permit and identification card shall entitle the holder to peddle and solicit within the city. The holder of the permit and identification card shall exhibit his identification card permit to any police officer or city official who may request to see it.
- (b) No permit or identification card shall be issued for a mobile vendor without the applicant first having been issued an itinerant vendor license. An itinerant vendor license and a peddler or solicitors permit with identification card may be issued concurrently .

(Code 1967, § 19-2; Code 1985, § 16-51)

**Sec. 10-420. Identification card required; fee.**

No person shall engage in any act as a peddler or solicitor without first obtaining an identification card in accordance with the provisions of this article. Any person who does so shall be guilty of an offense. There is no fee for a peddler's or solicitor's identification card.

(Code 1985, § 16-31; Ord. No. 3152, §§ 4, 5, 3-1-1984)

**Sec. 10-421. Application.**

- (a) Any person or organization, formal or informal, may apply for one or more identification cards by completing an application form at the office of the city clerk.
- (b) An applicant for an identification card shall provide the following information:
  - (1) The name of applicant;
  - (2) The number of identification cards required;

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<sup>2</sup>State law reference(s)—State peddler license, RSMo 150.480.

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- (3) A statement as to the type of cards requested;
  - (4) If one or more solicitor's cards is requested, information required to overcome the presumption of section 10-395;
  - (5) If one or more peddlers' cards are requested, a state sales license and proof that the applicant is in compliance with all state sales tax laws applicable to his business;
  - (6) The name and physical description, or in lieu thereof, a photograph, of each person for which a card is requested. Instead of providing the physical description or photograph, the applicant may exhibit a valid driver's license or similar identification for each person for whom a card is requested, and a photocopy of such identification shall be attached to such application;
  - (7) The permanent and local address, if any, of the applicant;
  - (8) The permanent and local addresses, if any, of each person for whom a card is requested;
  - (9) A brief description of the proposed activity subject to this identification card requirement;
  - (10) A statement as to whether or not the applicant has been convicted of any crime, and if so, the nature of the offense and the penalty imposed;
  - (11) A statement as to each person for whom a card is requested as to whether that individual has been convicted of any crime, and if so, the nature of the offense and the penalty imposed;
  - (12) The motor vehicle make, model, year, color and registration number of any vehicle which shall be used in the proposed activity;
  - (13) The permanent name and address of the organization or person, with respect to a solicitor's card, who can provide a prospective donor with more information about the charity or political or religious organization for which funds are solicited, and from whom information can be obtained as to the disposition of all funds collected, or, with respect to a peddler's card of the individual organization to whom complaints can be made for defective merchandise, who is responsible for any breach or warranty, and from whom additional merchandise can be ordered;
  - (14) The name and address of person to receive donations or profits; and
  - (15) Any other information the applicant may wish to provide.

(Code 1985, § 16-32; Ord. No. 3152, §§ 6, 7, 3-1-1984)

### **Sec. 10-422. Investigation.**

- (a) During the period of time following the application for issuance of one or more identification cards and its issuance, the police chief shall make diligent investigation, as to him seems necessary, to determine that the applicant is entitled to the identification card sought.
- (b) The police chief shall cooperate with the applicant, shall inform the applicant of the progress of his investigation and shall use due diligence in conducting his investigation. In all cases, the police chief shall work as expeditiously as is reasonably possible to complete his investigation in a minimum amount of time.
- (c) If the police chief has not completed his investigation within the working days as provided in section 10-423, the identification card will none the less be issued.

(Code 1985, § 16-33; Ord. No. 3152, § 9, 3-1-1984)

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### **Sec. 10-423. Issuance; denial.**

- (a) Three working days after application made pursuant to this division is tendered or sooner if reasonably possible, the requested permit and identification card shall be issued, unless:
  - (1) The application is incomplete; in which case the city clerk will reject the application at the time of its tender or within 30 minutes thereafter;
  - (2) The applicant has been convicted of a felony; except as provided in RSMo 314.200;
  - (3) If any statement upon the application is false, unless the applicant can demonstrate that the falsehood was the result of excusable neglect;
  - (4) If the application or if the particular individual for whom a permit and identification card is requested has had a previous permit and identification card revoked; or
  - (5) If the applicant or if a particular individual for whom an identification is requested has made any false statement regarding the peddling of merchandise or the solicitation of persons under this article of any other municipality.
- (b) If the city clerk denies the identification card to one or more persons, the clerk shall prepare promptly, and in no event later than two working days after the denial, a written report of the reason for the denial which shall be immediately made available to the applicant. The applicant shall be entitled to correct in writing any deficiencies so noted in the report, which corrections or changes when filed shall be treated as a new application.

(Code 1985, § 16-34; Ord. No. 3152, §§ 8, 10, 3-1-1984)

### **Sec. 10-424. Applicant's rights upon denial of identification card.**

If an identification card is denied to an applicant, the applicant shall have the option of an immediate hearing in front of any of three tribunals at the applicant's option. At such a hearing, the city attorney on behalf of the city clerk shall be required to demonstrate by the preponderance of the evidence that the applicant is not entitled to an identification card under this article. The applicant may choose to take his case before any of the following tribunals:

- (1) The city council at its next regular meeting, or if the next regular meeting is more than 20 days from the denial of the identification card, at a special meeting to be held within that 20-day period;
- (2) The municipal court, provided that such a hearing will be scheduled within 20 days of the request; or
- (3) The circuit court within the regularly scheduled procedures of the circuit court, and under the state Administrative Procedure Act. The transcript on such an appeal to the circuit court shall be the written application of the applicant, and the written report of a denial issued by the city clerk as required in the preceding section.

(Code 1985, § 16-35; Ord. No. 3152, § 11, 3-1-1984)

### **Sec. 10-425. Hearing on applicant's denial of identification card; procedure.**

If an applicant requests a hearing under section 10-424, the hearing shall be held in accordance with the state Administrative Procedure Act, and review from the decision shall be had to the circuit court on the record. Should the applicant decide to forego the administrative hearings, the remedy will be an injunction or declaratory judgment action against the city.

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(Code 1985, § 16-36; Ord. No. 3152, § 12, 3-1-1984)

**Sec. 10-426. Term of validity.**

An identification card issued under this division shall be valid within the meaning of this article for a period of two months from its date of issuance, thereafter it shall expire. An applicant with an expired identification card shall be considered as having no identification card whatsoever and will be required to apply for a new card if he wished to peddle or solicit within the city.

(Code 1985, § 16-37; Ord. No. 3152, § 14, 3-1-1984)

**Sec. 10-427. Revocation.**

Any identification card granted under this division may be revoked by the municipal court after the filing of any information by the city attorney and a hearing thereon for any of the following causes:

- (1) Any violation of this article by the applicant or the person for whom the particular card was issued;
- (2) Fraud, misrepresentation or incorrect statement made in the course of carrying on the activity;
- (3) Conviction of the cardholder a felony; or
- (4) Conducting his activity in such a manner as to constitute a breach of the peace or a menace to the health, safety or general welfare of the public.

(Code 1985, § 16-38; Ord. No. 3152, § 15, 3-1-1984)

**Sec. 10-428. Display of identification card required.**

Each identification card shall, when the individual for whom it was issued is acting as a peddler or solicitor, be worn on a lanyard and in plain sight on the outer clothing of such peddler or solicitor, so as to be reasonably visible to any person who might be approached thereby.

(Code 1985, § 16-52; Ord. No. 3152, § 13, 3-1-1984)

**Secs. 10-429—10-454. Reserved.**

***DIVISION 3. REGULATORY PROVISIONS***

**Sec. 10-455. Certain sales practices declared a nuisance; exemption.**

- (a) The practice of going in and upon private residences in the city by peddlers, solicitors or itinerant vendors of merchandise not having been requested or invited so to do by the owner or occupant of the residence for the purpose of soliciting orders for the sale of goods, wares and merchandise or disposing of or peddling or soliciting the same is declared to be a nuisance and punishable as such.
- (b) The provisions of subsection (a) of this section shall not be construed as being applicable to any person who holds a valid solicitors identification card and permit from the city.

(Code 1985, § 16-53; Ord. No. 1926, §§ 1, 4, 9-23-1974)



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**Sec. 10-456. Prohibited acts—Generally.**

No person having a solicitor's or peddler's identification card shall:

- (1) Enter or remain on private property where he has reason to believe that the residents thereof have indicated the solicitor or peddler is not welcome;
- (2) Make an uninvited entry into a resident's home;
- (3) Refuse to discontinue his message when requested by a hearer to do so, when on private property occupied by the hearer; or
- (4) Enter upon any private property, knowing or having reason to believe that the owner or occupants do not desire to receive messages from any solicitor or peddler, either by a posted sign or otherwise.

(Code 1985, § 16-54; Ord. No. 3152, § 16, 3-1-1984)

**Sec. 10-457. Prohibited acts—Special restrictions on peddlers.**

No person having a peddler's identification card shall peddle or solicit merchandise:

- (1) At any place except within the business district of the city as defined by its zoning regulations, or within 25 feet to any nonconforming commercial establishment; or
- (2) Outside of the area provided in subsection (1) of this section unless he has a specific oral or written invitation to approach the dwelling.

This article shall not apply to any person who solicits individuals on real estate in which the person has an ownership or leasehold interest.

(Code 1985, § 16-55; Ord. No. 3152, § 19, 3-1-1984)

**Sec. 10-458. Responsibilities of the city.**

Any resident of the city may list his property with the city clerk and direct that his property is not to be entered by any solicitor or peddler. This list shall be available for public inspection. Upon the issuance of any solicitor's or peddler's license, a copy of the list shall be provided with each card. No card holder may enter the private property nor contact any person so listed. Such listing shall continue for two years, unless the listee requests sooner removal, at which time the listing shall be removed, unless the listee shall request the same to be continued an additional two years.

(Code 1985, § 16-56; Ord. No. 3152, § 17, 3-1-1984)

**Sec. 10-459. Time limits.**

- (a) No person shall solicit or peddle within the corporate limits of the city except from 9:00 a.m. until 8:00 p.m. Monday through Friday, and from 10:00 a.m. until 9:00 p.m. on Saturday and Sunday.
- (b) Notwithstanding subsection (a) of this section, no person shall peddle or solicit at any time after sunset on any day unless:
  - (1) He is dressed in light colored or reflective clothing; and
  - (2) He has notified the police chief of his intention to solicit after dark.

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(Code 1985, § 16-57; Ord. No. 3152, § 18, 3-1-1984)

**Secs. 10-460—10-486. Reserved.**

AN ORDINANCE BY THE CITY COUNCIL OF LEBANON, MISSOURI, AMENDING THE CITY CODE OF ORDINANCES CHAPTER 10 BUSINESSES SEC. 10-54 REGARDING ALCOHOLIC BEVERAGES AND CHAPTER 10 BUSINESSES SEC. 10-420 AND SECTION 10-426 REGARDING PEDDLERS AND SOLICITORS.

*WHEREAS,* that the City Clerk's Office has identified areas within City Code that require updates to align with current administrative practices and improve service to the public; *and*

*WHEREAS,* that the changes would reflect formally requiring a Premise Authorization Form from property owners to allow alcohol to be sold or served on the premises, updating the peddler/solicitor license term from two months to a calendar year to reflect current practices and better serve local businesses, and establish a Twenty-Five Dollar (\$25.00) permit fee to help offset administrative and material costs associated with the issuance of a identification cards; *and*

*WHEREAS,* that City Staff recommends amending the City Code of Ordinances Chapter 10 Businesses Article III Alcoholic Beverages, Section 10-54 Applications for Licenses, and Chapter 10 Businesses Article IX Peddlers and Solicitors Section 10-420 Identification card Required; Fee, and Section 10-426 Term of Validity.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEBANON, LACLEDE COUNTY, MISSOURI, AS FOLLOWS:

SECTION 1: That the City Council of the City of Lebanon, Laclede County, Missouri, hereby amends Lebanon Code of Ordinances Chapter 10 Businesses Article III Alcoholic Beverages, Section 10-54 Applications for Licenses; additions noted in bold as follows:

CHAPTER 10-BUSINESSES

ARTICLE III.- ALCOHOLIC BEVERAGES

DIVISION 2. LICENSES

Sec. 10-54. Applications for license.

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- (d) **If the applicant does not own the premises where the sale and/or service of alcoholic beverages is to occur, the applicant shall submit a completed Premise Authorization Form, provided by the City Clerk, with the license application. This form shall include written consent from the property owner or their authorized agent allowing the sale and service of alcoholic beverages at the specified location.**

SECTION 2: That the City Council of the City of Lebanon, Laclede County, Missouri, hereby amends Lebanon Code of Ordinances Chapter 10 Businesses Article IX Peddlers and Solicitors, Section 10-420 Identification card required; fee. Deletions noted as red strikethroughs **and additions noted in bold** as follows:



## CHAPTER 10-BUSINESSES

### ARTICLE IX. PEDDLERS AND SOLICITORS

#### DIVISION 2. PERMIT AND IDENTIFICATION CARDS

Sec. 10-420. Identification card required; fee.

(a) No person shall engage in any act as a peddler or solicitor without first obtaining an identification card in accordance with the provisions of this article. Any person who does so shall be guilty of an offense. ~~There is no fee for a peddler's or solicitor's identification card.~~

(b) **The license fee shall be twenty-five dollars (\$25.00) for each identification card issued. The license period shall follow the calendar year and shall not be prorated, regardless of the date of issuance.**

SECTION 2: That the City Council of the City of Lebanon, Laclede County, Missouri, hereby amends Lebanon Code of Ordinances Chapter 10 Businesses Article IX Peddlers and Solicitors, Section 10-420 Identification card required; fee. Deletions noted as red strikethroughs **and additions noted in bold** as follows:

## CHAPTER 10-BUSINESSES

### ARTICLE IX. PEDDLERS AND SOLICITORS

#### DIVISION 2. PERMIT AND IDENTIFICATION CARDS

Sec. 10-426. Term of validity.

~~An identification card issued under this division shall be valid within the meaning of this article for a period of two months from its date of issuance, thereafter it shall expire. An applicant with an expired identification card shall be considered as having no identification card whatsoever and will be required to apply for a new card if he wished to peddle or solicit within the city.~~

**An identification card issued under this division shall be valid within the meaning of this article through the end of the calendar year in which it is issued, regardless of the date of issuance. Thereafter, it shall expire. An applicant with an expired identification card shall be considered as having no identification card whatsoever and will be required to apply for a new card if he wished to peddle or solicit within the city.**

SECTION 3: Should any part of this Ordinance be rendered or declared invalid by a court of competent jurisdiction in the State of Missouri, such invalidation of such part or portion of this Ordinance shall not invalidate the remaining portions thereof and shall remain in full force and effect.

SECTION 4: That this Ordinance shall be in full force and effect from and after the date of its passage and approval.

Passed and approved by the City Council of the City of Lebanon, Laclede County, Missouri, on this 25th day of August 2025.

(Seal)

Attest:

Lacey Brackett  
City Clerk Lacey Brackett

Jared Carr  
Mayor Jared Carr

1<sup>st</sup> Reading: August 11, 2025

2<sup>nd</sup> Reading: August 25, 2025