

LICENSE SECTION



DEPARTMENT OF BUILDING  
AND ZONING SERVICES

## COMMERCIAL SALES INFORMATION SHEET

### REQUIREMENTS

- Commercial Sales Application (Attached)
- Proof of Identity (e.g. State issued Driver's License/I.D. Card, Military I.D., Passport)
- State of Ohio Transient Vendor's License([www.tax.ohio.gov/home](http://www.tax.ohio.gov/home))  
(Required only if selling taxable items, e.g. soda, shirts, tangible goods, drinks containing <50% veg/fruit juice by volume)
- BCI Background Check  
(If conducted at another authorized WebCheck agency, results must be mailed directly to the License Section)
- Private Property Signed Permission  
(If selling items on private property)

### PRICING

Application fee	- \$20.00	Annual License fee	-\$150.00
BCI Background Check fee	- \$32.00	Tri-Annual License fee (Jan-Apr) (May-Aug) (Sep-Dec)	- \$75.00
		Identification Card fee	- \$5.00
		Promoter License fee	- \$300.00

### OFFICE LOCATION & HOURS

4252 Groves Road  
Columbus, OH 43232  
Monday - Friday  
8:00 a.m. to 3:30 p.m.

Applications and supporting documents may be submitted via one of the following:

1. In person at the License Section (see above for location and hours)

\*2. Emailed to [commsales@columbus.gov](mailto:commsales@columbus.gov)

\*3. Mailed to the License Section (see above for location)

\*4. Placed in the License Section drop box

\*Application must be notarized prior to submission

## OFFICE USE ONLY

License # \_\_\_\_\_

Issue Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

☐ Annual ☐ Tri-Annual

## LICENSE SECTION

# COMMERCIAL SALES/ COMMERCIAL SALES PROMOTER APPLICATION

THE CITY OF  
**COLUMBUS**  
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF BUILDING  
AND ZONING SERVICES

☐ NEW ☐ RENEWAL☐ COMMERCIAL SALES ☐ COMMERCIAL SALES PROMOTER

## APPLICANT INFORMATION

Full Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver License #: \_\_\_\_\_

State: \_\_\_\_\_

Have you have a City of Columbus license and/or permit revoked, suspended, or refused within the last  
three (3) years? Yes ☐ No ☐

Have you ever been convicted of a felony? Yes ☐ No ☐

Is yes, list all felony convictions that occurred within the past seven (7) years:

Are you on felony probation or parole? Yes ☐ No ☐

If yes, date began: \_\_\_\_\_

Are you required to register as a sexual offender? Yes ☐ No ☐

If yes, date registered: \_\_\_\_\_

## BUSINESS INFORMATION

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Email: \_\_\_\_\_

Name of Manager(If applicable) \_\_\_\_\_

Describe items to be sold: \_\_\_\_\_

Will you be on Private Property? Yes ☐ No ☐

Location of where items will be sold? \_\_\_\_\_

Method of sales(Portable rack,carried ect.)

Do you sell taxable items(If yes please provide your State of Ohio Transient Vendor License.)

Yes ☐ No ☐ N/A ☐

### COMMERCIAL SALES PROMOTERS ONLY

List all Commercial Sales applicants that will engage in peddling, soliciting, or canvassing:  
(If more than eight (8) applicants, attach a sheet to this application)

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.

Do you agree to conform to and abide by all the Rules and Regulations of Columbus City Code, Chapter 523, Commercial Sales

☐ Yes ☐ No

All information contained in this application is subject to disclosure as a matter of public record. Any false statement made or given in this application shall result in denial, revocation, or future revocation of the license under Columbus City Code Chapters 501 and 540, and may be referred for criminal prosecution under Ohio Revised Code Chapter 2921.13 (A-3).

State of \_\_\_\_\_, County of \_\_\_\_\_.

I, \_\_\_\_\_, being duly sworn, affirm and swear that I am the  
(Print Applicant's Name)

individual making the foregoing application; that he or she is knowledgeable with respect to that which is to be licensed and to the information contained in the application; that the answers, statements, and allegations made in this application are true and accurate to the best of my knowledge and belief; and that I am an applicant of that which is to be licensed by this application.

\_\_\_\_\_  
(Applicant's Signature)

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary or Agent of Director of Building and Zoning Services

# Commercial Sales Rules

Merchandise shall be continuously carried physically by a licensed peddler, solicitor or canvasser.

Peddlers, solicitors or canvassers shall not stand or remain stationary unless actively engaged in making a sale.

Merchandise may be placed on the ground when actively engaged in making a sale.

Peddlers, solicitors or canvassers confined to a wheelchair or who have a physical disability, which makes it impractical to physically carry merchandise for sale or barter continuously, may have two (2) containers not larger than twelve (12) inches and may be placed on the ground next to the wheelchair.

Peddlers, solicitors or canvassers:

Shall maintain a distance of five (5) feet of sidewalk space from the sidewalk curb;

Shall maintain a distance of twenty (20) feet from an intersection with a street, road or alley;

Shall maintain a distance of ten (10) feet from a pedestrian crosswalk or intersecting sidewalk;

Shall maintain a distance of ten (10) feet from a taxi stand, sidewalk elevator, tunnel or mailbox;

Shall maintain a distance of ten (10) feet from a fire hydrant;

Shall not obstruct in any way a loading zone, telephone booth, traffic control box, fire alarm box, parking meter, any sidewalk fixture or furniture, bus stop or a legally parked vehicle;

Shall not obstruct any display windows or doorways of any merchant;

Shall not use a power generator of any type or a power cord of any type;

Shall not obstruct in any way or interfere with or prevent the free flow of pedestrian or vehicular traffic;

Shall not obstruct in any way or interfere with public works or construction projects;

Shall during the period of selling keep the area within twenty-five (25) feet of that location free from all litter and debris arising, including the litter which arises from actions of customers in disposing of wrapping or packaging materials sold by the peddler, solicitor or canvasser. When two (2) or more peddlers, solicitors or canvassers occupy overlapping areas they shall each be jointly responsible for keeping the overlapping areas free from all litter and debris;

Shall not display or advertise any merchandise or services from any utility pole, sign, tree, planter, trash container, parking meter, bridge, newspaper stand, sidewalk fixtures or furniture, portable signs of any type, traffic control box, motor vehicle, bicycle or any other

type of motorized conveyance, or any other criteria deemed reasonably inappropriate by a license officer or police officer, for the public health, welfare and safety;

Shall not use or store merchandise or services from any box, bucket, cooler, tub, or any other container, table, chair, bench, cabinet or any other furniture of any kind, racks, dolly, wheelbarrow, grocery cart, baby carriage, stroller, easel, handcart or any other criteria deemed reasonably inappropriate by a license officer or police officer, for the public health, welfare and safety;

Shall not use any signage upon the public right-of-way of any street, road, alley, sidewalk or bikeway except within the boundaries of a special event.

Operate between the hours of 8:00 p.m. and 9:00 a.m. when engaged in peddling, soliciting or canvassing door-to-door in areas zoned as residential.

Enter a private residence under pretenses other than for peddling, soliciting or canvassing.

Fail, or refuse to leave peacefully private property immediately after the owner, occupant, landowner's agent or representative has requested the peddler, solicitor or canvasser to do so.

Enter upon the land of a private residence or multi-unit property to peddle, solicit or canvass when the owner or occupant thereof has displayed a "no peddling", "no soliciting" or "no canvassing" sign on such premises.

Peddle, solicit or canvass on a street or within an area which has been closed by the city of Columbus for a "special event" without the written permission from the event organizers.

Peddle, solicit or canvas in city parks, to the extent that these activities are regulated under [Chapter 919](#).

Sell, offer for sale, barter, or carry for sale or barter or expose for sale any merchandise or services on private property unless express written permission has been granted by the property owner or agent authorized to do so. Written permission shall be furnished upon application or at the request of any license officer or police officer.