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# NEWS RELEASE

June 6, 2014 – For Immediate Release

## License Required for Door-to-Door Sales

DUBUQUE, Iowa – As a result of the recent “slamming” incident as announced by the City of Dubuque Police Department, the City Clerk’s Office is advising citizens that all door-to-door sales representatives must obtain a Solicitor’s License from the City Clerk’s Office before approaching any property. Sales representatives must have a copy of the permit to present upon request.

Per City Code Title 4, Chapter 5 certain exceptions include non-profit clubs and lodges, churches, political campaigns, public and private schools and colleges, as well as vendors selling to established customers.

Businesses or persons wanting to solicit door-to-door sales can obtain a permit through the Dubuque City Clerk’s Office, City Hall, 50 W. 13<sup>th</sup> Street, or download the form and ordinance at [www.cityofdubuque.org/businesslicenses](http://www.cityofdubuque.org/businesslicenses).

A solicitor is defined as any person engaging in the following:

A. Offering and exposing goods, wares, merchandise, products, or services for sale, or taking or soliciting orders for goods, wares, merchandise, products, or services for future delivery from place to place, house to house, door to door, or street to street, whether the person collects advance payments for such sales or not; but excluding calling upon or soliciting business establishments, professional offices, or institutions, exclusively, or calling on prospective customers by appointment only.

B. Selling goods, wares, merchandise, products, or services from any fixed or temporary location, which is temporarily maintained or when such business is intermittently carried on and there is no intention to conduct the same permanently within the city, but excluding temporarily locating in the city and engaging in the taking of orders for merchandise or services, whether for immediate or future delivery. Any person is presumed to be temporarily or intermittently selling or offering to sell goods or services, unless such person intends to and does remain continuously in business at each location where such sales are offered for a period of more than sixty (60) days. (Ord. 16-13, 3-4-2013)

For more information regarding business licenses and permits, please visit [www.cityofdubuque.org/businesslicenses](http://www.cityofdubuque.org/businesslicenses) or contact the City Clerk’s Office at 563.589.4100 or [ctyclerk@cityofdubuque.org](mailto:ctyclerk@cityofdubuque.org).

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