

## City of Washburn

119 Washington Avenue P.O. Box 638  
Washburn, Wisconsin 54891  
715-373-6160 [www.cityofwashburn.org](http://www.cityofwashburn.org)

### DIRECT SELLER PERMIT APPLICATION INSTRUCTIONS

Tile 7 Section 4 of the Washburn City Code requires that all direct sellers as defined in Section 7.4.2 (a) to apply for a permit. Each applicant must submit all applications in person at the Washburn City Hall, 119 Washington Avenue, and pay a \$75.00 application fee. A photo I.D. (preferably a driver's license or state-issued ID card) must be presented to the City Clerk's Office at the time of application. There may be a 1-3 business day delay from the time a completed application is received and paid until the time the permit is issued/given to the applicant. If a permit is denied for any reason, the fee paid at the time of application is non-refundable. A permit is valid for the period listed on the application, with exception of particular City sanctioned events; see Ordinance Section 7-4-4 (d) (1).

In addition, businesses that either recruit or use traveling sales crews are also required to register with the Wisconsin Department of Workforce Development's Equal Rights Division and secure sales permits for each crew member. When entering the city, the crew members must have their sales permits stamped by the City Clerk's Office and obtain a City Permit. Each sales member must carry these permits with them and present them upon request by potential customers or police officers. A "traveling sales crew" is defined as two or more individuals who are employed as salespersons or in related support work, who travel together in a group, and who are absent overnight from their permanent places or residence for the purpose of selling consumer goods or services from house to house, on any street, or in public places.

Applicants must comply with Tile 7 Chapter 4 of the City of Washburn Code of Ordinances regulating direct sellers. Applicants should read this attached Ordinance before submitting their completed application and direct any questions to the City Clerk's Office.

Under Wisconsin law, Chapter 103.23, "No minor under the age of 12 years shall be employed or permitted to work at any street trade". Section 103.25 requires that a minor under the age of 18 years shall not be employed or permitted to work at any street trade unless he/she has obtained a work permit. A copy of the work permit must be attached to this application. Must provide verification of applicable Wisconsin Seller's Permit, Weights & measurer license, and/or food safety license if applicable.

# City of Washburn Direct Seller's Permit Application



■ Copy of Permit Must Be In Possession During Use ■

**PLEASE PRINT LEGIBLY:**

NAME OF APPLICANT (Last, First, MI):

PERMANENT ADDRESS OF APPLICANT:

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Color of Hair: \_\_\_\_\_ Eye Color: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

HOME/CELL PHONE: (\_\_\_\_\_) \_\_\_\_\_

If you are from out of state, list the name, address and phone number of the hotel/motel/ or temporary residence at which you are staying or address where the applicant can be contacted within seven (7) days of leaving the City:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF BUSINESS YOU REPRESENT: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS PHONE: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DISCRIPTION OF BUSINESS BEING CONDUCTED AND PROPOSED METHOD OF SERVICE DELIVERY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISCRIPTION OF ANY VEHICLE USED BY APPICANT IN CONDUCT OF BUSINESS  
(MAKE, MODEL, LICENSE PLATE #) \_\_\_\_\_

TIME PERIOD OF ACTIVITY: \_\_\_\_\_

LIST AT MOST 3 DIFFERENT CITIES, TOWNS, OR VILLAGES AND THE CORISPONDING DATES  
WHERE YOU LAST ENGAGED IN DIRECT SELLER ACTIVITES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any crime, including citations? Yes or No

If so, when/where/what? \_\_\_\_\_

Disposition of charges \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

DATE PAID: \_\_\_\_\_

TYPE OF IDENTIFCATION: STATE \_\_\_\_\_ ID NUMBER \_\_\_\_\_

COMMENTS:

## AUTHORIZATION FOR RELEASE OF INFORMATION

*(For official use only, not to be released to unauthorized persons)*

I hereby empower an employee of the City of Washburn or other authorized representative thereof bearing this release to obtain information and records, within two months of the date of this release, pertaining to me from any or all of the following sources:

1. Municipal, State or Federal law enforcement agencies
2. Selective Service System
3. Any place of business (for purposes of obtaining employment data)
4. Any previous employer
5. Present employer
6. Any law enforcement or jail officer

### Exceptions to this blanket authorization:

1. Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans With Disabilities Act and HIPPA).
2. \_\_\_\_\_
3. \_\_\_\_\_

This release is executed to authorize the City of Washburn, as a prospective employer, to obtain the above information. It is understood that said information shall be used only in consideration of my employment and shall not be further disseminated for any purpose.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature -- Full Name

\_\_\_\_\_  
City, State of Birth

\_\_\_\_\_  
Name (Last, First, Middle)

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

\_\_\_\_\_  
Social Security Number

Other States of Residence:

\_\_\_\_\_  
*Current Street Address*

\_\_\_\_\_  
*City, State Zip*