



Solicitation and Transient Vendor Permit Application

One solicitation/transient vendor permit application must be submitted for each person who will be vending or soliciting in the City, along with an investigation fee of \$10.00 per application. The Spring Hill Police Department will conduct a background check on each applicant, and it takes at least 72 hours to get these results from the Police Department. In addition to this application and investigation fee, every permittee shall file with the City Recorder a \$1,000.00 surety bond or certificate of insurance.

Solicitation Permits (City Code Title 9 Chapter 2)

Once the necessary back ground checks have been completed and approved by the Spring Hill Police Department, each applicant will be issued a solicitation permit that is good for one year. Solicitation permits shall expire on the same date that the permittee's privilege license expires and shall be renewed without cost if the permittee applies for and obtains a new privilege license within thirty (30) days thereafter. Permits issued to permittees who are not subject to a privilege tax shall be issued for one (1) year.

Transient Vendors (Tennessee Code Annotated 67-4-710)

Transient Vendors bring goods from out-of-state to sell here in Spring Hill on a temporary basis. (If transient vendors set up for more than six months in the same place, they are not transient. They must obtain a business tax license.) Once the necessary back ground checks have been completed and approved by the Spring Hill Police Department, transient vendors will be issued a transient vendor permit. Each permittee shall pay \$50.00 for each 14 day period that he/she intends to be engaged in business within the City of Spring Hill.

Please see the attached list of Spring Hill Subdivisions that do not allow solicitors. You may not solicit in these subdivisions even if you obtain a Solicitation/Transient Vendor License.

All applications and investigation fees must be submitted to the City Recorder's office located inside the Spring Hill City Hall at 199 Town Center Parkway, Spring Hill, TN 37174. They may also be mailed to the City of Spring Hill at P.O. Box 789, Spring Hill, TN 37174.

199 Town Center Parkway
P.O. Box 789
Spring Hill, Tn 37174

Phone: 931-486-2252
Fax: 931-486-0516
www.springhilltn.org

INVESTIGATION FEE	
Date:	_____
Receipt No.	_____
Amount:	\$10.00

CODES DEPARTMENT	
Approved:	_____ Rejected: _____
By:	_____ Date: _____
APPROVAL REQUIRED FOR TRANSIENT VENDORS	

FINAL PAYMENT	
Date:	_____
Receipt No.	_____
Amount:	\$ _____
TRANSIENT VENDOR	

CITY OF SPRING HILL SOLICITOR/TRANSIENT VENDOR PERMIT APPLICATION

1. Full Name: _____ Date of birth: _____
 Driver's License No./State: _____
 Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

2. Permanent Home Address: _____
 Address in Spring Hill: _____
 Address from which sales will be made (transient merchants): _____

3. Kinds of goods or business (description): _____

4. If employed, name and address of employer: _____

Credentials must be furnished from employer establishing the exact relationship.

5. How long do you wish to do business? _____

6. Names and phone numbers of two (2) reputable local property owners who will certify as to moral reputation and business responsibility (if not available, other evidence as to the moral reputation and business responsibility must be furnished.).

7. Have you been convicted of any crime or misdemeanor or for violating any municipal ordinance? If yes, give details as to nature and penalty for punishment.

8. Name the last three (3) cities or towns where you carried on business immediately preceding the date of this application. Transient merchants furnish address from which business was conducted in these cities or towns.

9. A recent, clear photograph must be furnished approximately two (2) inches square showing head and shoulders.

10. A fee of \$10.00 shall be paid to the City of Spring Hill upon the filing of this application. This is to cover the cost of investigating the facts state herein.

Vehicle Year/Make/Model/Color _____ Tag No/State.: _____

Cell Phone Number: _____ Home Phone Number: _____

Signature: _____

Date: _____

APPROVED	
Chief of Police:	_____
Date:	_____

DISAPPROVED	
Chief of Police:	_____
Date:	_____