



## INFORMATION FOR SOLICITORS

City Secretary's Office –  
City of Lufkin  
300 East Shepherd Ave.,  
Room 145  
Lufkin, TX 75901  
936-633-0243

- You must provide a \$1,000.00 Surety Bond from an insurance agency and provide the signed original to this office.
- You must complete the permit application and pay the initial permit fee of \$100. An additional \$10 fee is required for each additional person who vends/solicits under the permit.
- Current photo identification (ID Card, Driver's License) must be provided by each person included on permit.
- You must present a copy of a valid Sales Tax ID Permit or 501(c)(3).
- You must provide a copy of your Angelina County Health District certificate if selling food products.
- If you are selling magazines, books, or any other Interstate Commerce, you are exempt from the permit fee and surety bond, but still must provide a Sales Tax ID, Valid Driver's License, and Angelina County Health District certificate (if applicable) to obtain a permit.
- If you are a non-profit or religious organization, you are exempt from the permit fee and surety bond, but still must provide a copy of your 501(c)(3), Valid Driver's License, and Angelina County Health District certificate (if applicable) to obtain a permit.
- You may not conduct business in any street, intersection or right of way.
- Hours for solicitation door-to-door are Sunday-Saturday, 8:00 am – 6:00 pm, however Solicitation is prohibited on City recognized holidays.
- Failure to abide by City Ordinances in regard to solicitation may result in fines, citations, and/or revocation and denial of future permits.
- For any questions in regard to vendor/solicitor permits, please contact the City Secretary's Office.



## INFORMATION FOR VENDORS

City Secretary's Office –  
City of Lufkin  
300 East Shepherd Ave.,  
Room 145  
Lufkin, TX 75901  
936-633-0243

- You must provide a \$1,000.00 Surety Bond from an insurance agency and provide the signed original to this office.
- You must complete the permit application and pay the initial permit fee of \$100. An additional \$10 fee is required for each additional person who vends/solicits under the permit.
- Current photo identification (ID Card, Driver's License) must be provided by each person included on permit.
- You must present a copy of a valid Sales Tax ID Permit or 501(c)(3).
- You must have proof of permission from the property owner at the location you are conducting business.
- You must have approval from the Angelina County Health Department if selling food products.
- If you are selling magazines, books, or any other Interstate Commerce, you are exempt from the permit fee and surety bond, but still must provide a Sales Tax ID, Valid Driver's License, and Angelina County Health District certificate (if applicable) to obtain a permit.
- If you are a non-profit or religious organization, you are exempt from the permit fee and surety bond, but still must provide a copy of your 501(c)(3), Valid Driver's License, and Angelina County Health District certificate (if applicable) to obtain a permit
- You may not conduct business in any street, intersection or right of way.
- If your location of business changes, you are required to notify this office.
- Hours for vending are Sunday-Saturday, 6:00 am – 11:00 pm.
- Failure to abide by City Ordinances in regard to vending may result in fines, citations, and/or revocation and denial of future permits.
- For any questions in regard to vendor/solicitor permits, please contact this office.



# Vendor / Solicitation Permit Application

City Secretary  
300 E. Shepherd  
P.O. Box 190  
Lufkin, Texas 75901  
936/633-0243  
Fax 936/639-9843

**Permit No:** \_\_\_\_\_

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

<b>Responsible Party:</b>	<b>Drivers License No.</b>
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<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Phone:</b>
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**Organization / Business Name :**

<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Phone:</b>
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<b>Vehicle Description:</b>	<b>License Plate No:</b>
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**Description of Activity:**

**Location of Activity:**

**Names of Individuals Assisting:**

I hereby certify that I have read and completed this application and know the same to be true and correct. I understand that this permit will expire (1) one year from the date of issue. I agree to provide the City of Lufkin with any change of information in regard to this permit application. I have been given a copy of the information sheet in regard to vendor/solicitation permit . I understand that failure to abide by City of Lufkin Ordinances in regard to solicitation may result in fines, citations and/or the denial of future permits.

\_\_\_\_\_  
**Signature of Applicant** \_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

Issued by:

\_\_\_\_\_  
**Kara Atwood, City Secretary** \_\_\_\_\_  
**Date**

**Renewal Information:**

Date Renewed:	Date Expires:	Renewed By:
Date Renewed:	Date Expires:	Renewed By: