



City of Virginia Beach

Police Department/Services
 Municipal Center/Building 11
 2509 Princess Anne Road
 Virginia Beach, VA 23456-9064

Application for Permit (The Fees Are Non Refundable)

Ice Cream Truck (\$20) Solicitor (\$20) Peddler (\$20)

****This Permit is NOT VALID until the applicant has received their Business License from the Commissioner of Revenue's Office****

Permit is valid from the date issued through December 31st of the calendar year of issuance.

There is also a \$15 Fee for the required background check. Upon Issuance of a Permit, a \$5 Fee is charged per registration/identification (ID) card for the applicant and all employees operating under the permit.

Employees hired subsequent to the issuance of this permit, 18 years of age or older, will be required to complete a signed, notarized PD150 Criminal Record Information Request and complete a form PD401-ID. Employees under the age of 18 will not be required to complete the PD150, pursuant to Virginia Code Section 16.1-301 (these applicants must complete a PD401-ID and have signed authorization from their parent or legal guardian to receive a permit ID). All employees must provide a letter of conditional hire from the business employing them on company letterhead, and present two forms of ID, one of which must be a government-issued photo ID.

The applicant is responsible to be familiar with related City Codes 13-46 through 13-54 and 26-26 through 26-37 & 33-6.

Definitions:

Ice Cream Truck: A vehicle operated or used for dispensing or selling ice cream or other ice confectioneries, candies or confections therefrom.

Solicitor: A person who attempts to sell business goods or services door to door.

Peddler: A person who attempts to sell food or non-food items on public streets, areas open to the public (excludes public property such as city parks, boardwalks, etc.) or private property.

**Operating Hours for Solicitors are 9 a.m. – 7 p.m.
 Operating Hours for Peddlers are 6 a.m. – 9 p.m.
 Operating Hours for Ice Cream Trucks are 9 a.m. – 9 p.m.**

INSTRUCTIONS

In addition to completing this form, you will need to attach:

- A signed, notarized PD-150 Criminal Record Information Request for the applicant and each employee operating under this permit (\$15 per Criminal Record Information Request) (Authorization of the Criminal Record Information Request also authorizes a DMV Driver's Record Check for applicants and employees required to operate motor vehicles as part of their employment duties), and;
- A letter on company letterhead of conditional hire
**You must present 2 forms of ID, one of which must be a government issued photo ID, at the time of application.*

Peddlers operating motor vehicles on public streets must attach proof of liability insurance; \$100,000 for one person, \$300,000 for more than one person and \$5,000 for property damage.

Ice Cream Trucks operating on public streets must attach proof of liability insurance; \$100,000 for one person, \$300,000 for more than one person and \$5,000 for property damage.

Applicant:

Name: _____
(Last First Middle Maiden)

Address: _____
(Street City State Zip Code)

Primary Phone: _____ 2nd Phone: _____

E-Mail: _____

Business Name: _____

Business Phone: _____

Business Address: _____
(Street City State Zip Code)

Goods, wares, or merchandise offered for sale: _____

Are you accepting payment in advance of final delivery? Yes No

Planned Hours of Operation? _____

- Prior convictions for Felonies or Crimes for Moral Turpitude (crimes involving lying, cheating or stealing) or crimes involving fraud or misrepresentation for the 7 years immediately preceding this permit SHALL constitute denial of this permit application.
- Prior convictions for driving under the influence of drugs or alcohol, refusal to take a blood or breath test, reckless driving, racing, eluding police or leaving the scene of an accident within the past 7 years SHALL constitute denial of this permit application.
- Having 5 or more NEGATIVE points on a Virginia operator's license or the equivalent for out of state operator's licenses SHALL constitute denial of this permit application.
 - Have you been convicted of any criminal/traffic offenses? Yes No
 - Do you have any pending charges? Yes No
 - If you indicated yes to either of the above questions, please list the offense and/or pending charge(s) below. If additional space is required, the back of this application can be used.

Date	Name of Court	Offense	Disposition

List ALL Employees operating under this permit:

1-Name: _____
 (Last, First, Middle)

Address: _____
 (Street, City, State, Zip Code)

2-Name: _____
 (Last, First, Middle)

Address: _____
 (Street, City, State, Zip Code)

3-Name: _____
 (Last, First, Middle)

Address: _____
 (Street, City, State, Zip Code)

4-Name: _____
 (Last, First, Middle)

Address: _____
 (Street, City, State, Zip Code)

5-Name: _____
 (Last, First, Middle)

Address: _____
 (Street, City, State, Zip Code)

I, the undersigned, affirm that the information contained in this application and any attachments to this document are both correct and complete to the best of my knowledge. The willful making of false statements in this application constitutes perjury and is punishable in accordance with § 18.2-434 of the Code of Virginia. I authorize the Virginia Beach Police Department to search their files and the Virginia Central Criminal Records Exchange (CCRE) for any criminal history record and the Virginia Department of Motor Vehicles (DMV) for any driver history record. I also certify that all applicable sections of Chapters 13, 26 & 33 of the Virginia Beach City Code have been complied with.

Signature of Applicant: _____ **Date:** _____

Application Received By: _____ **Date:** _____

**** For Office Use Only ****

Record Check Results (Stamp Below)