

Peddler-Solicitor Permit Process

Frequently Asked Questions

Is a permit required for door-to-door charitable solicitation or commercial sales activities in the City of Sedona?

Yes, if you are acting as a peddler or a solicitor. A peddler is any person who attempts to make personal contact at a residence without an appointment in order to sell a good or service. A solicitor is any person who attempts to make personal contact at a residence without an appointment in order to obtain a donation or distribute a handbill advertising a commercial event or service. No person shall act as a peddler or solicitor within the City limits without first obtaining a permit and identification card in accordance with [Sedona City Code, Chapter 5.10 Peddlers and Solicitors](#).

Is a permit required for canvassing?

No. A canvasser is a person who attempts to make personal contact at a residence without an invitation for the purpose of enlisting support for or against a particular religion, political party, issue or candidate or to distribute a flyer advertising a non-commercial event or service. A canvasser is not required to have a City of Sedona issued permit or ID card, but any canvasser wanting an identification card for the purpose of reassuring City residents of the canvasser's good faith shall be issued one upon approval, by completion of the Peddler-Solicitor Permit ID card application process, including payment of the Peddler-Solicitor ID card fee.

How do I obtain a City of Sedona Peddler-Solicitor Permit?

You must be approved for the permit by completing the Peddler-Solicitor Permit application process through the Sedona City Clerk's office, including payment of the required permit fee in the amount specified in the [City's Consolidated Fee Schedule](#). You must show a valid government issued identification card (issued by a government of the United States) for the primary applicant and for each participating agent for photocopying and background check. Application materials may be submitted in person, by mail, email or fax. Facsimiles of ID cards are not accepted. Fax Number: 928-204-7105 Email: djakim@sedonaaz.gov. Mailing address: City of Sedona, 102 Roadrunner Drive, Sedona, AZ 86336, Attention: Peddler-Solicitor Permit.

Is a City of Sedona Business License or State of Arizona sales tax ID number required?

All businesses operating in Sedona City limits must obtain and maintain a City of Sedona Business License in accordance with [Sedona City Code, Chapter 5.05 Business Licensing](#). Click here to register for a [City of Sedona Business License](#). If your business activity is subject to privilege (sales) or use tax liability, you must obtain your State of Arizona Transaction Privilege Tax ID number. For questions about transaction privilege tax liability, please contact the Arizona Department of Revenue: (800-843-2072 or 602-255-2060) or <http://www.azdor.gov/Business/TransactionPrivilegeTax.aspx>.

What is the time frame for processing a Peddler-Solicitor Permit Application?

Please allow 7 business days for administrative processing.

How long is a Peddler-Solicitor Permit valid?

The City of Sedona Peddler-Solicitor Permit is valid for a period of 1 year from the date of approval, unless revoked or suspended pursuant to the provisions of [Chapter 5.10 Peddlers and Solicitors](#).

Where can I find the complete business regulations for the City of Sedona?

Please see the [Sedona City Code, Chapter 5, Business Licenses and Regulations](#).

Who can I contact with questions or concerns regarding the City of Sedona Peddler-Solicitor Permit or permitting process?

Please contact the Sedona City Clerk's office at 928-282-3113 or email: djakim@sedonaaz.gov.

NOTICE

All applicants are entitled to receive a clarification from the City of Sedona of its interpretation or application of any statute, ordinance, code or authorized substantive policy statement as required by Arizona Law, A.R.S. § 9-839. You may receive such clarification by submitting a written request that states the following:

1. The name and address of the person requesting the clarification.
2. The statute, ordinance, code or authorized substantive policy statement or part of the statute, ordinance, code or authorized substantive policy statement that requires clarification.
3. Any facts relevant to the requested ruling.
4. The person's proposed interpretation of the applicable statute, ordinance, code, or authorized substantive policy statement or part of the statute, ordinance, code or authorized substantive policy statement that requires clarification.
5. Whether, to the best knowledge of the person, the issues or related issues are being considered by the municipality in connection with an existing license or license application.

On receipt of a request that complies with A.R.S. § 9-839 subsection A, the municipality may meet with the person to discuss the written request and shall respond within thirty days of the receipt of the written request with a written explanation of its interpretation or application as raised in the written request. The municipality shall provide the requestor with an opportunity to meet and discuss the municipality's written explanation.

The municipality may modify a written explanation provided under A.R.S. § 9-839 subsection B on written notice to the person if required by a change in the law that was applicable at the time the clarification or interpretation was issued, including changes caused by legislation, administrative rules formally adopted by the governing body or a court decision.