



Instructions and Requirements for Peddler, Solicitor and Canvasser Permit Applications

A completed application, along with all required documentation listed below will need to be submitted at the time of application for a Peddler, Solicitor and Canvasser Permit. If you have any questions or need clarification or interpretation regarding the completion of this application or the application process, please contact the Police Department Record Specialist at (623) 882-7670 or by email at gypd@goodyearaz.gov.

Required Documents to be submitted with this Application

- 1) Completed and signed "Peddler, Solicitor and Canvasser Permit Application" Form
- 2) Copy of Arizona State Business License
- 3) Copy of City of Goodyear Business Registration
- 4) Copy of Applicant's "Official Photo Identification" which may be a valid driver's license or identification card issued by any state in the U.S., or U.S. Military Identification or valid passport
- 5) Copy of "Official Photo Identification" for each of the Peddlers listed in Section 3 of this application
- 6) If Applicant is a Limited Partnership, a copy of the "Certificate of Limited Partnership" shall be provided
- 7) Applicant's Email Address to which notices referenced in this guideline may be sent

Application Submittal and Approval Process

The administrative process for the review and processing of Peddler Permit applications is set forth in the Peddler Permit Application Process Guidelines in the City of Goodyear Administrative Process Guidelines which is available for review on the City's website at www.ci.goodyearaz.gov

Review Time Frames

Administrative Completeness Review – Maximum of 30 calendar days

Substantive Review – Maximum of 60 calendar days

Overall Review – Maximum of 90 days

Upon receipt of a completed application, the Chief of Police or designee shall review the application and required documentation for completeness. The Chief of Police or designee will notify the applicant when the application review is complete and approved or complete and pending the "Substantive Review."

If the Chief of Police or designee does not respond to the application submittal by the end of the "Administrative Completeness Review" timeframe, the application shall be deemed completed and accepted for processing under the "Substantive Review" procedures and time frame.

The Police Chief or designee shall provide notice to the applicant of any application deficiencies and provide a comprehensive list of the deficiencies and required information. If at any time during the "Administrative Completeness Review" or "Substantive Review" time frame the applicant fails to supply the Chief of Police or designee with the additional information identified in the notice within 60 days, the application will be considered withdrawn and the applicant will be notified in writing. Any submittal by an applicant after the time frame will be considered a new application and the payment of a new application fee will be required.

Notice

Any notice with reference to this application submittal will be in writing and sent by the Chief of Police or designee in an electronic or paper copy version to the email or local business address provided by the applicant on the application at the discretion of the Chief of Police. Any notice sent by mail will be sent first class, postage pre-paid. It is the responsibility of the applicant to keep their contact information on file with the City current.

Appeal Procedure

The Chief of Police or designee shall deny any application that does not meet the requirements set forth in Article 8-1 of the Goodyear City Code. The applicant will receive notice when the application has been approved or denied. If the application is denied, the notice shall provide the basis for denial and the appeal process as provided in the Goodyear City Code 8-1-5.