



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: _____

Responsible Party:

Drivers License No.

Address:

City:

State:

Zip:

Phone:

Organization / Business Name :

Address:

City:

State:

Zip:

Phone:

Vehicle Description:

License Plate No:

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 Andrepont, City Secretary

Date

Renewal Information:

Date Renewed:

Date Expires:

Renewed By:

Date Renewed:

Date Expires:

Renewed By: