



May 20, 2020

TO: WHOM IT MAY CONCERN

FROM: Sergeant Jacob S. Kushner
Administrative Services Bureau – Licensing Section

RE: Peddler, Solicitor, and Itinerant Vendor Permit Requirements

Any person engaged in the act of selling as a peddler, solicitor, or itinerant vendor in Prince William County must comply with all provisions of Article II, Section 18-17 through 18-30 of the Prince William County Code.

Application Process

Applications are available at <http://www.pwcgov.org/government/dept/police/Pages/Peddler-Solicitor-Vendor.aspx> or at the Administrative Support Services Bureau Office. The office is open Monday through Friday from 8:00 a.m. to 3 p.m.

The application will be submitted in person along with a \$20 fee and the following items;

1. Applicants must provide two forms of identification. One of which must be government issued with a photo on it. The other may be your Social Security Card, Vehicle Registration, Birth Certificate or another government issued photo ID Card such as a passport.
2. If the applicant is a U.S. citizen, but not born in the United States, they must show proof of citizenship. Documents accepted are a U.S. Passport or a Naturalization Certificate. If the applicant is not a U.S. citizen, they must present a Resident Alien Card or another official document issued by Immigration and Customs Enforcement (ICE) or the State Department.
3. Those selling from a vehicle must present a valid vehicle registration card and proof of insurance for the vehicle.
4. Federal Tax ID (EIN) Number and VA State Tax ID Number are required on the application. You may apply for your Federal Tax ID number online at WWW.IRS.GOV.
5. All applications will be notarized at the Administrative Support Services Bureau Office.

Permit Process

1. Applicants will obtain a Peddler's Business License and pay the flat fee tax at the Department of Finance at 1 County Complex Court Woodbridge, VA 22192. Applications are available at <http://www.pwcgov.org/government/dept/finance/Pages/Business-License.aspx>

Additional Requirement for Mobile Food Units:

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2. Food vendors are required to obtain a Health Food Service Permit from the Health Department at 8470 Kao Circle Manassas, VA 20110. Additional information is available at <http://www.vdh.virginia.gov/LHD/PrinceWilliam/>
3. Food vendors vending in groups of 2-4 are required to obtain a Temporary Activities Permit from the Zoning Department. Additional information is available at <http://www.pwcgov.org/government/dept/planning/zoning/Pages/Temporary-Commercial-Activity.aspx>

Additional Requirements for Alarm and Security Sales Vendors:

4. Alarm and Security System sales vendors must be registered as an "Electronic Security Sales Representative" by the Virginia Department of Criminal Justice Services and must present proof of compliance. Additional information available at <https://www.dcjs.virginia.gov/pss/howto/registrations/electronicSecuritySalesRepresentative.cfm>
5. Once Applicants have supplied proof that they have met the requirements for the departments of Finance, Zoning, Health and Criminal Justice Services to the Administrative Support Services Bureau and their background has been completed, a Peddler, Solicitor, and Itinerant Vendor Permit will be issued. *Note: This process could take up to twenty-one days to be finalized according to Prince William County Code 18-21.*

Questions should be directed to the Prince William County Police Department, Administrative Support Services Bureau, Licensing Section at 703-792-4183.