

Solicitor Frequently Asked Questions

When are solicitor permits required?

Permits are required for all solicitors, and non-local peddler/hawkers. Peddlers representing businesses licensed in Columbine Valley and canvassers are not required to have a permit, although they are encouraged to obtain a permit at no fee.

What is the application process for solicitors?

Every person, be they a sole-proprietor or representative of a large corporation, who is required to have a permit must complete and submit an *Application for Solicitor Permit*. Each applicant must provide two 2" x 2" photographs representing their likeness and a current government issued ID.

What does a solicitor permit cost?

A one month permit costs \$20.00; an annual permit is \$50.00. All permits expire on December 31 of the issuance year. A \$20.00 non-refundable processing fee is assessed at the time of application.

Does Columbine Valley perform background checks on solicitors?

The Town conducts background checks to verify information in the application.

How long does it take to get a permit?

The Town has five business days to process each complete application request. Applications are processed in the order in which they were received.

How long is the permit good for? Can I renew?

Permits are available for one month, or up to one year. All permits expire on December 31 of the year in which they are issued. Permits cannot be automatically renewed; a new application must be submitted each year.

What happens if a solicitor forgets their ID or permit?

If a solicitor does not have these documents, they cannot solicit in Columbine Valley. Failure to display these documents upon request could lead to a citation and fine up to \$500 per occurrence.

What is the "No Visit List"

The "No Visit List" prevents solicitors from coming to your home. By signing up, your address will be maintained by the Town as a list of persons who restrict visits to their residential property by peddlers, solicitors, and canvassers.

This "No Visit List" shall be a public document and available for public inspection and copying. A copy of the "No Visit List" shall be provided to each applicant for a solicitors permit. The permittee shall be prohibited from entering upon any private property where the current occupant has posted the property on the Town "No Visit List".

[Click here to place your address on the "No Visit List"](#)

"No Soliciting" signs

If a residence has a sign posted near their entrance stating "No Solicitation or Handbills", "No Trespassing" or similar language, no one can solicit or leave handbills anywhere on the property. The property is defined as the land and structures owned by the residence, i.e.: the house, lawn, driveway, automobiles, anything located at or attached to the property, including the post office box.

What hours can door-to-door solicitations take place?

Solicitation hours are 9:00 a.m. to sunset.

How can I tell if a commercial solicitor is properly permitted?

Each permitted solicitor must display a Town-issued photo ID badge.