

**PEDDLER PERMIT**  
**(For 6-month or 12-month permits)**  
For foot peddlers (no cart or vehicle)



**To apply for a 6- or 12-month permit, submit the following items:**

1. Completed **application form**.
2. Completed **background check form**. See form for instructions regarding **fingerprinting**. City law requires that fingerprinting be done every time you apply for a vendor permit.
3. A copy of your driver's license or other **government-issued photo ID**.
4. **Certificate of Liability Insurance**. You must carry liability insurance naming the City of Troy as an additional insured for the period covered by the permit in the following amounts::
  - \$1,000,000 Each Occurrence
  - \$2,000,000 Aggregate
  - \$1,000,000 Products and Completed Operations
  - \$2,000,000 Products and Completed Operations Aggregate
  - \$1,000,000 Advertising and Personal Injury Liability
5. New York State law requires that you submit either **proof of workers' compensation/disability insurance** (Form C-105.2) or **proof of exemption** (Form CE-200). Go to <http://www.wcb.ny.gov> for more information. You must submit one of these forms; a written statement is not acceptable.
6. One passport-size (2" x 2") **photo**.
7. Food/beverage vendors must obtain a **food/beverage permit** from the Rensselaer County Department of Health. You can reach them at 518-270-2711.
8. **\$20 non-refundable application fee**. Cash, check, or money order. Payable to Troy City Clerk.

**Incomplete applications will not be processed.**

**Fees**

There is a \$20 non-refundable processing fee. If you are approved for a permit, you will be charged an additional \$37.50 for a six-month permit or \$75 for a one-year permit.

**Rules**

- You are not allowed to shout or use any sound devices (horns, bells, loudspeakers, etc.)
- You do not have exclusive right to any location and you may not impede or inconvenience the public.
- You must display identification and your permit to any City employee or resident who requests to see it. Keep it with you at all times.
- Do not alter or mutilate your permit in any way.

Office of the City Clerk  
433 River St, Suite 5001  
Troy, NY 12180  
(518) 279-7134



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(no cart or vehicle)

Full Legal Name:

Date of Birth: SS#:

Home Address:

Home Phone: Work Phone: Cell Phone:

Email Address: Driver's License State and #:

I am requesting a  6-month permit  12-month permit for the purpose described below.

Self-Employed/Business Name:

Employer Name:

Business Address:

Describe what you intend to sell (be specific):

Requested days:

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Requested times:

Has a license ever been revoked or denied by the City of Troy or any other municipality?  No  Yes

If yes, explain:

**I hereby indemnify the City of Troy and hold it harmless from all loss, damage, or injury to property or persons arising out of, or caused by or in any way connected with the operation of this business. I understand that this permit may be cancelled at any time if sufficient cause is shown.**

Signature:

Date:

Office Use Only

Chief of Police Date:

Commissioner of GS: Date:

Deputy Mayor: Date:

City Clerk: Date:

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433 River St, Suite 5001  
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Phone: 518-279-7134  
[cityclerk@troyny.gov](mailto:cityclerk@troyny.gov)



## BACKGROUND CHECK AUTHORIZATION

Special Event Coordinator       Peddler\*       Games of Chance/Bingo  
 One-Day Event Vendor       Vendor\*

\*Fingerprinting is required every time you apply for a Vendor or Peddler permit. Contact L1 Enrollment Services at 877-472-6915 or [www.L1enrollment.com](http://www.L1enrollment.com) and use ORI#NY0410201. There is a charge for this service; make payment directly to L1.

Full Legal Name:			
Address:			
Date of Birth:		Social Security #:	
List any and all other names you have ever used:			
List all nicknames you have ever used:			
List in reverse chronological order all of the places you have resided in the past ten years:			
Street # and Name	City or Town	State/Province	Country
Have you ever been convicted of a crime? If yes, explain:			
<p>I hereby give the City of Troy and its agents permission to conduct a criminal background check regarding my past history. This background check includes, but is not limited to, a records check to determine whether I have ever been convicted of any crime or have a criminal record. Giving false statements on this application will result in immediate disqualification for the permit or license for which I have applied. I declare under penalty of perjury that the statements made herein are true and correct to the best of my knowledge, information, and belief.</p>			
Signature:		Date:	

I hereby give the City of Troy and its agents permission to conduct a criminal background check regarding my past history. This background check includes, but is not limited to, a records check to determine whether I have ever been convicted of any crime or have a criminal record. Giving false statements on this application will result in immediate disqualification for the permit or license for which I have applied. I declare under penalty of perjury that the statements made herein are true and correct to the best of my knowledge, information, and belief.

Signature:

Fingerprint review:  Approved  Denied  
Local review:  Approved  Denied

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Signature

Date