

SOLICITOR'S PERMIT

Who is a solicitor?

Any person who solicits orders on behalf of a firm, corporation, company, association, partnership or individual for any type of services to be performed then or at a later time.

Type of Solicitors:

Resident Solicitor — A resident of Cherokee County

Non-Resident Solicitor — Does not maintain a place of business in Cherokee County

Who should apply for a permit?

Both types of solicitors should apply for a permit, even if they hold an Occupation Tax Certificate in Cherokee County.



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What do I need to apply? You can now apply online! www.cherokeega.com



- 1- Completed Solicitor's Permit application from the Development Service Center
 - 2 – Completed and notarized S.A.V.E application verifying legal status (we notarize documents at no cost)
 - 3- Background Check application – Solicitor must apply for a background check yearly (No permit will be issued to applicants with pending criminal charges, conviction of a crime involving assault and battery or any civil judgment involving any unethical and improper business practices)
 - 4- Fees – Fees must be paid upfront at time of application (cash, check or credit card)
 - \$40.00 Permit application fee (includes solicitor's badge)
 - \$25.00 Background Check
- * fees are non-refundable**

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Badge for Solicitors

All Solicitors must wear a badge, one will be provided by the Development Service Center. A badge must present the following information;

- Full Name of Solicitor
- Name of Company
- Unique Identification Number
- Photo of Solicitor
- Issuing Authority contact information

Information Card

The Development Service Center will provide to each Solicitor an information card, and the Solicitor must present this card to each household he/she visits.

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Important information

- Solicitor must announce his name, purpose of the call and present permit issued by Cherokee County (Information Card)
- Solicitors should not enter a home without express invitation of owner/occupant and must leave immediately after requested to leave the premises
- Solicitor must inform customer after completing the sale of their rights under Retail Installment and Home Solicitation Sales Act.
- Solicitor must express courteous decorum at all times



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Expiration and Renewal of permit

- A Solicitor's Permit is issued for a period of 90 days from the date of issuance
- Permit may be renewed after 90 days by filing an application with the Development Service Center or on our website www.cherokeega.com and paying a renewal fee of \$40.00 (includes new badge)
- Background checks are good for a year, if expired a new background check must be conducted with a fee of \$25.00
- No application will be accepted if the applicant has submitted the same or similar application for permit within the preceding 12 months and was denied, dismissed or abandoned.



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Charitable and Religious Solicitors

- All charitable, religious organizations must apply for a Solicitor's permit prior to conducting any type of home to home solicitation.
- Solicitors representing charitable or religious organizations may solicit during the hours of 9:00a.m. through 9:00p.m. Monday through Sunday
- All individuals registering under Charitable and Religious Organizations must pay the permit fee and must wear the Solicitor's Badge (permit fee is intended only to cover the processing cost of the permit and is not a revenue raising method)
- A 501c-3 certificate must be presented at time of application



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WORKFLOW

