

INSTRUCTIONS **FOR** **PEDDLER LICENSE**

1. Each person must have a license.
2. Each person must complete an entire application and provide **3 passport photos** at the time of application.
3. The cost of each license is **\$20.00** per person and includes a background check of each person. **This fee must be paid at the time of application, before the background check is conducted and prior to issuance of the license.**
4. The Clerk's Office will contact the applicant after the background check is completed.
5. All peddler licenses **expire in 90 days** (14 weeks plus 2 days).
6. Any vehicle used in peddling must have a business license - **\$40.00**.
7. The fee for the business license is payable at the time the license is issued.
8. Any vehicle used in "peddling", (**i.e. ice cream**) must have a City of Berkley peddler's license vehicle plate displayed on the vehicle, with the name of license holder visible on the plate. This plate will be provided upon payment for the Business License.