



Town of Leesburg
Department of Finance and Administrative Services
25 West Market Street, Leesburg, VA 20176
Phone: 703-771-2723 Email: BL@LeesburgVA.gov

Application for Town of Leesburg Solicitor's Permits

Solicitors (door-to-door sales people), excluding charitable groups such as scouts and school groups, are required to have a business permit from the Town. These permit applications are not available for download on the website since they require additional information or documentation.

Solicitors must apply for a permit in person at the Finance Counter on the 1st floor of Town Hall (25 West Market Street) during normal business hours (Mon-Fri, 8:30am-5pm).

Solicitors operating within the Town of Leesburg corporate limits must have both a County of Loudoun permit as well as a Town of Leesburg permit. The County of Loudoun Solicitors Permit must be obtained prior to applying to the Town of Leesburg, and presented at time of application.

Leesburg Solicitors Permits are valid for 30 consecutive days for a non-town resident, and 1 year for town residents, from the date issued. The application fee is \$20. Solicitors intending to operate longer than 30 days can re-apply for another 30-day permit.

For inquiries about Solicitors Permits, please email bl@leesburgva.gov or call 703-771-2723.



Application for Certificate of Registration for Solicitors and Canvassers
Fee for Certificate of Registration is \$20.00

Name _____ Height _____ Weight _____

Loudoun County Permit Number _____

Applicant's Employer or Organization _____

Address of Employer or Organization _____

Telephone Number of Employer or Organization _____

Product _____ Manufacturer _____

Method of Delivery: _____ Method of Operating: _____

License Number(s) of vehicle(s) to be used _____

REGULATIONS:

- **Persons shall not go upon any residence or create any sound in any manner calculated to attract the attention of the occupant of the residence, for the purpose of securing an audience with the occupant thereof and engaging in any canvassing or soliciting prior to 9:00 a.m., or later than half an hour prior to sunset, of any day of the week.**
- **Peddlers, Solicitors, and canvassers shall provide a written receipt to the payee bearing the amount of payment, the balance due and terms of payment, and the purpose for each transaction at the time of the transaction.**
- **Peddlers, Solicitors, and canvassers must carry both Loudoun County and Town of Leesburg Permits on them while operating in that manner.**
- **No person shall approach a home, residence, or business for the purpose of peddling, soliciting, or canvassing where such home or residence is posted with a sign stating "no peddlers or solicitors" or words of a similar meaning. This shall be considered trespassing pursuant to Virginia Code Section § 18.2-119 & § 18.2-120.**
- **No person shall make any assertion, representation or statement of fact that misrepresents the purpose of his/her call on a home, residence, or business or use any plan, scheme, or use which misrepresents such purpose.**
- **No person licensed under this chapter shall use the fact of being licensed so as to lead the public to believe that such licensing represents an endorsement or approval by the Town.**

I certify that, to the best of my knowledge, the information provided by me is accurate and that I have read and understand the regulations applicable to canvassers and solicitors and I agree to abide by the same.

Applicant's Signature