

Facts and Frequently-Asked Questions about Temporary Sales Locations and Transient Business Licenses

If you are doing business in a temporary location, or from door-to-door, you need to know about the City of Amarillo's Door-to-Door and Transient Business License.

If you have a fixed business location in the city of Amarillo, occupied by the same business for at least 30 consecutive days, you do not need a Transient Business License. Your "fixed business location" may be a legitimate office in your home for a home occupation, provided that your home occupation is operated in compliance with city ordinances, otherwise a **Transient Business License** is required. Any temporary business location must be zoned for the type of business you are operating, and you must have the property owner's written permission to operate there.

In order to transact business door-to-door and you **do not** have a fixed business location within the city limits, you will need a **Door-to-Door** permit issued by the Police Department. Pick up an application from Police Department, 200 SE 3rd, Amarillo TX, 79101. (at the Front Desk on the first floor)

How many locations can I operate under a Transient Business License?

Each temporary location requires a separate license.

How many times a year can I take out a Transient Business License?

There is no limit established for the number of licenses that can be issued.

Can I move to a different location temporarily after I get a Transient Business License?

You must obtain a new license for the new location, no matter how temporary.

I want to set up my Transient business in an open area on the roadside. Is that allowed?

No. You may not operate in any public street, sidewalk, right-of-way, or other public property.

I want to set up my Transient Business in the parking lot of a closed shopping center. Is that okay?

In all cases, you must have the written consent of the property owner in order to operate your business on that property. A copy of this agreement must accompany your application for the license. You must demonstrate that you have adequate parking for your customers off the public right of way, and the location must be zoned for your type of business.

My business is from out-of-town, and I plan to have several sales reps working door-to-door in this area. Do I need a separate license for each of them? If your sales reps are 18 years of age and over, **each** person will need a separate license. This license is obtained at the front desk of the Police Department. The person applying for the license will need a picture ID and information (tag, description, etc.) regarding the vehicle they will be driving or riding in. The fee for each individual is \$10.00 and the license is good for a time period of one (1) year.

Does a charitable organization need a License to solicit contributions door-to-door?

No license is required for soliciting of this type on private property, as long as no goods or services are being sold. To do charitable solicitations on the streets or intersections, a Charitable Solicitation permit may be applied for at the office of the Chief of Police.

Who do I call for more information about a Transient Business License?

Contact one of the Commercial Plan Reviewers in the Building Safety Department at 378-3533.

Who do I call for more information about a Door-to-Door permit?

Contact the front desk at the Police Department at 378-9452 or Phyllis Young at 378-9462

Temporary Business involved in the purchase of precious metals or similar activity requires a license from the Police Dept.