



## **Peddler's Permit Application Checklist**

Congratulations on deciding to do business in the City of Greenville. Please follow these instructions.

- Please pay the non-refundable application fee to Financial Services at City Hall, 200 West Fifth Street, Greenville. Additionally, please pay the fingerprint processing fee to Financial Services. The amount is listed in the Manual of Fees. Attach a copy of the receipt.
- Provide a copy of the North Carolina Sales Tax Reporting Number issued by the North Carolina Department of Revenue.
- Provide two passport-size photographs and two applicant fingerprint cards. The Pitt County Sheriff's Office offers fingerprinting services ([www.pittcountysheriff.com/fingerprinting](http://www.pittcountysheriff.com/fingerprinting)). Fingerprinting services are also available commercially in the City of Greenville.
- Submit the completed packet (including the completed application) to the police department with attention to the GPD Strategic Services Lieutenant.

Next steps in the process:

- The applicant's fingerprint card is sent to the State Bureau of Investigation for a criminal background check. Planning and Development Services will also review the application.
- The police chief will review the application.
- The applicant will be contacted about the final status of the permit.

Any questions during the process should be directed to the GPD Strategic Services Lieutenant.

Please note: If your business is a mobile food unit or pushcart, please complete an application with Pitt County Environmental Health.