



City of Greenville
P.O. Box 7207
Greenville, NC 27835

Peddler's License Checklist

Welcome and congratulations on deciding to do business in the City limits of Greenville. To operate as a Peddler the following procedures must be accomplished:

***A non-refundable application fee of \$45.00 must be paid at the Greenville Police Department Records Section located inside the Police Department at 500 S. Greene Street. Checks or money orders should be made payable to the City of Greenville. This fee is required for each application.**

***A copy of the Sales Tax Reporting Number issued by the North Carolina Department of Revenue for the business must be attached to the application.**

***An applicant is required to be photographed and fingerprinted in order to process the application. A money order in the amount of \$14.00 made payable to the City of Greenville must be submitted in order for the fingerprints to be processed.**

***Once the application is submitted and the applicant is fingerprinted, the fingerprint cards are sent to the North Carolina State Bureau of Investigation for processing.**

***Peddler's License Applications may be obtained from the Records Section Monday-Friday, 9AM until 5PM or via the website www.greenvillenc.gov.**

***Fingerprinting is only available Tuesday or Thursday from 8AM-10AM, and from 1PM-4PM.**

***The Greenville Police Department will conduct a records check to include NC DMV, NC AOC, and a NC Criminal History. If no disqualifying records are found, the Peddler's License will be issued pending results of the NC SBI Records check. If a disqualifying record is found through the NC SBI Records check, the holder of the permit will be contacted and the permit will be revoked.**

***When the Police Department's application process is complete, you will be notified and advised to pick up your permit. You must take the permit with you and go to the Collections Division of the Financial Services Department, located at City Hall to register for and obtain a Privilege License from the Financial Services Office.**

***The cost of the Privilege License is \$25.00. The fee will be collected at the time of registration. Once registration is complete and the fee paid, you will receive a Privilege License which expires June 30th of every current year.**

Any questions relating to this application process should be directed to the Logistics Division Commander at (252) 329-4101.