



CITY OF BISMARCK  
ADMINISTRATION DEPARTMENT

Phone: 701-355-1300 • Fax: 701-221-6470 • TDD 711  
P.O. Box 5503 • Bismarck, ND 58506-55033

LAST REVISED: 5/15/2023

**DOOR-TO-DOOR  
SALES & SOLICITATION  
PERMIT APPLICATION**

Name of Business, Partnership or Corporation:			
Current Business Address:	City:	State:	Zip:
Previous business address, if less than two years in current address:	City:	State:	Zip:
Registered Agent/Contact Person:		Phone Number:	Business Phone Number:
Mailing Address			
Email Address:			
Description of business, including the items to be offered for sale:			
<p><b>Required Documents <i>(Place a check mark next to document(s) that are attached)</i></b></p> <p><input type="checkbox"/> Legible, full page, color copy of Driver's License, Passport or Government Issued ID for each individual</p> <p><input type="checkbox"/> North Dakota Transient Merchant License for individual Door to Door applicant</p> <p><input type="checkbox"/> North Dakota Sales Tax Permit for Door to Door company</p> <p><input type="checkbox"/> Payment for \$200.00 (New Door to Door Business Application)</p> <p><input type="checkbox"/> Payment for \$200.00 (Renewal Door to Door Business Application)</p> <p><input type="checkbox"/> Payment for \$40.00 (Payment for each individual Door to Door applicant)</p>			

Name of Individual Door to Door Applicant:		List any other names this applicant has used:		
Date of Birth:	Race:	Sex:	Personal Phone Number:	Local Phone Number:
Permanent Address:		City:	State:	Zip:
Current Local Address:		City:	State:	Zip:
Salesperson Driver's License Number:				State:

Name of Individual Door to Door Applicant:		List any other names this applicant has used:		
Date of Birth:	Race:	Sex:	Personal Phone Number:	Local Phone Number:
Permanent Address:		City:	State:	Zip:
Current Local Address:		City:	State:	Zip:
Salesperson Driver's License Number:				State:

Name of Individual Door to Door Applicant:		List any other names this applicant has used:		
Date of Birth:	Race:	Sex:	Personal Phone Number:	Local Phone Number:
Permanent Address:		City:	State:	Zip:
Current Local Address:		City:	State:	Zip:
Salesperson Driver's License Number:				State:

Name of Individual Door to Door Applicant:		List any other names this applicant has used:		
Date of Birth:	Race:	Sex:	Personal Phone Number:	Local Phone Number:
Permanent Address:		City:	State:	Zip:
Current Local Address:		City:	State:	Zip:
Salesperson Driver's License Number:				State:

Name of Individual Door to Door Applicant:		List any other names this applicant has used:		
Date of Birth:	Race:	Sex:	Personal Phone Number:	Local Phone Number:
Permanent Address:		City:	State:	Zip:
Current Local Address:		City:	State:	Zip:
Salesperson Driver's License Number:				State:

Name of Individual Door to Door Applicant:		List any other names this applicant has used:		
Date of Birth:	Race:	Sex:	Personal Phone Number:	Local Phone Number:
Permanent Address:		City:	State:	Zip:
Current Local Address:		City:	State:	Zip:
Salesperson Driver's License Number:				State:

**Credit Card Authorization:**



Card Holder Name:		Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Discover	
Account Number:	Exp Date:	3 Digit Security Number:	Billing Zip Code:
Amount Authorized:	Email Address:	Phone Number:	
Signature:		Date:	
<b>Mail to:</b> City of Bismarck Administration Department 221 N 5th St Bismarck, ND 58501		<b>Email to:</b> Whitnie Olsen - <a href="mailto:wolsen@bismarcknd.gov">wolsen@bismarcknd.gov</a>	
<b>Note:</b> Payment information is used for a one time payment only. After payment has been completed the information provided will not be kept on file and will be disposed of.			

**Administration Fees & Charges:**

<b>Liquor License:</b>	
New Application	200.00
Late Submissions	50.00
Class A - Nationally Organized Fraternal Order or Club	3,700.00
Class B1 - Operator of the Beverage Concession at the Airport Terminal Building	650.00
Class B-2 - Concession at the Bismarck Municipal Country Club	650.00
Class B-3 - Commercial passenger vessels on the Missouri River	650.00
Class B-4 - Sale of Beer & Wine at the Bismarck Event Center	650.00
Class B-5 - Sale of Beer & Wine at Bismarck Parks and Recreation Locations	650.00
Class B-6 - Commercial Airline	3,800.00
Class C-1 - Hotel or Motel Full Service	1,000.00
Class C-2 - Hotel or Motel	4,100.00
Class D - Sale at Retail of Alcoholic Beverages	800.00
Class E - Sale at Retail of Beer Only	3,500.00
Class F-1 - Restaurant - Alcoholic Beverages	1,100.00
Class F-2 - Restaurant - Beer & Wine Only	650.00
Class G - Catered Retail Beer, Wine, & Liquor	800.00
Class H - Domestic Brewery / Distillery / Winery	350.00
Class I - Senior Living Community / Complimentary	
<b>Special Events:</b>	
Special Event - 14 days reoccurring event at one location	25.00
Late Fee for Special Event Permit	25.00
<b>Gaming:</b>	
Site Authorization	100.00
Raffle Ticket Permit	25.00
<b>Pawnbroker:</b>	75.00
<b>Junk Dealer:</b>	50.00
<b>Second Hand Dealer:</b>	25.00
<b>Door-to-Door Sales:</b>	
Application Fee	200.00
Salesperson	40.00
<b>Taxi company license:</b>	
Application	100.00
New & Renewal Vehicles	25.00