

**CITY OF LOCKPORT**  
**TAG DAY & STREET SOLICITATION APPLICATION**



Office of the City Clerk  
222 E. 9<sup>th</sup> Street/3<sup>rd</sup> Floor  
Lockport, Illinois 60441  
Office: 815-838-0549 Fax: 815-838-9498  
Website: [www.cityoflockport.net](http://www.cityoflockport.net)

***This application pertains to any organization which desires to conduct a Tag Day within the City shall make application to the City Clerk Office for a Tag Day permit. Tag days may be conducted subject to the following regulations: Tag Day permits shall only be issued to charitable organizations registered with the Office of the Attorney General of the State of Illinois; Not more than one Tag Day permit may be issued for any given day, except in the month of December, where two permits may be issued for any given day; Tag days are given on a first come, first serve basis; A Tag Day permit shall be valid for not more than seven days; An organization may not be issued more than two tag day permits in a calendar year. No Tag Day may be conducted without first having obtained a Tag Day Permit. (Per Lockport Code of Ordinances, Chapter 114, §114.15)***

***This application also pertains to Street Solicitation Permits. Any organization which desires to conduct a Tag Day on public streets within the City shall make application to the City Clerk's Office for a Street Solicitation permit. Street solicitation days may be conducted subject to the following regulations: Street Solicitation permits shall only be issued to charitable organizations registered with the Office of the Attorney General of the State of Illinois; Not more than one Street Solicitation permit may be issued for a given location on any given day; No Street solicitation may be conducted at a location not approved in the Street Solicitation permit; Street solicitations are prohibited between dusk and dawn; No organization may receive more than two (2) Street Solicitation permits in one calendar year; All persons engaged in Street Solicitation must be at least sixteen (16) years old and shall wear a high visibility vest; Street solicitation shall be allowed only at intersections where all traffic is required to come to a complete stop; Street solicitors may not solicit from occupant(s) of any vehicle which has a green light; All organizations which are issued Street Solicitation permits shall be liable for any injuries to any person or property during the solicitation, which injury is caused related to an act or ordinary negligence of the soliciting agency. No street solicitation may be conducted without having first obtained a Street Solicitation permit. (Per Lockport Code of Ordinances, Chapter 114, §114.16)***

**APPLICATION FOR INDIVIDUAL ORGANIZATION  
"TAG DAY" AND/OR "STREET SOLICITATION"  
OFFICE OF THE CITY CLERK  
LOCKPORT, ILLINOIS 60441**

**PLEASE PRINT**

**1. FULL NAME OF CHARITABLE ORGANIZATION:** \_\_\_\_\_

\_\_\_\_\_

**2. ADDRESS OF CHARITABLE ORGANIZATION:** \_\_\_\_\_

\_\_\_\_\_

**3. NAME, ADDRESS, & PHONE NO. OF PERSON FILING APPLICATION FOR THE  
CHARITABLE ORGANIZATION:**

\_\_\_\_\_

\_\_\_\_\_

**4. IF MERCHANDISE, FOOD, OR GOODS ARE TO BE SOLD OR GIVEN, WHAT KIND?:**

\_\_\_\_\_

**5. NAME, ADDRESS, & PHONE NO. OF PERSON TO CONTACT WITH THE  
ORGANIZATION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. THE NAME OF ALL CITIES, VILLAGES, OR TOWNS WHERE ORGANIZATION HAS ENGAGED IN TAG DAYS (WITHIN THE LAST TWO (2) YEARS):

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7. HAS YOUR ORGANIZATION EVER HAD A TAG DAY PERMIT REVOKED?: \_\_\_\_\_

REASON: \_\_\_\_\_

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8. DATES REQUESTED FOR TAG DAY IN ORDER OF PREFERENCE:

1<sup>ST</sup> Preference \_\_\_\_\_

2<sup>nd</sup> Preference \_\_\_\_\_

3<sup>rd</sup> Preference \_\_\_\_\_

9. IF YOU ARE REQUESTING TO TAG AT STREET INTERSECTIONS, PLEASE SPECIFY WHAT INTERSECTIONS:

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**PLEASE NOTE:** TAG DAY REQUESTS ARE SCHEDULED ON A FIRST COME FIRST SERVE BASIS. REMINDER: NOT MORE THAN TWO (2) TAG DAY PERMITS A YEAR, EACH FOR A SEVEN (7) DAY PERIOD.

**ALSO NOTE:** YOU NEED TO OBTAIN PERMISSION FROM THE STORES BEFORE YOU CAN HAVE A TAG DAY ON THEIR PROPERTY. (YOU CAN TAG AT MORE THAN ONE STORE ON YOUR SCHEDULED DAY)

STATE OF ILLINOIS        )  
  ) **SS**  
COUNTY OF WILL        )

I, \_\_\_\_\_, being duly sworn, deposes and  
(Applicant Print Name)

says that he/she is making the foregoing application; That the answers to the  
foregoing questions and other statements contained therein are true of his/her own  
knowledge and belief.

\_\_\_\_\_  
Applicant's Signature / Date

\_\_\_\_\_  
Witness / Date

**NOTE:** If this Application is not signed by the Applicant and Witness, the application will  
be returned to the Applicant – therefore, delaying the permit process.

**RETURN COMPLETED APPLICATION TO:** Donna Tadey – [dtadey@lockport.org](mailto:dtadey@lockport.org)

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(Office Use Only)

Permit No. \_\_\_\_\_

Date Issued: \_\_\_\_\_

Date of Requests: \_\_\_\_\_

Approved by: \_\_\_\_\_

## § 114.15 TAG DAYS.

(A) Any organization which desires to conduct a tag day within the city shall make application to the City Clerk for a tag day permit on a form provided by the city.

(B) Tag days may be conducted subject to the following regulations:

(1) Tag day permits shall only be issued to charitable organizations.

(2) Not more than one tag day permit may be issued for any given day, except in the month of December, where two permits may be issued for any given day.

(3) A tag day permit shall be valid for not more than seven days.

(4) An organization may not be issued more than two tag day permits in a calendar year.

(5) (a) Tag day permits may be requested no earlier than 8:30 a.m. on the first Monday of June of the preceding year for which the applicant is applying.

(b) In the case where applicants who are requesting the same time period are present at the City Clerk's office at 8:30 a.m. on the first Monday in June, a lottery will determine the preference.

(6) If multiple organizations requested to conduct tag days on the same day, preference shall be given to the applicant first applying for the permit.

(7) No tag day may be conducted without first having obtained a tag day permit.

(79 Code, § 114.015) (Ord. 95-410, passed 12-13-95) Penalty, see § 114.99

## § 114.16 STREET SOLICITATION PERMITS.

Any organization which desires to conduct a tag day upon public ways within the city shall make application for a "street solicitation" permit on a form provided by the city. Street solicitation days may be conducted subject to the following regulations:

(A) No street solicitation may be conducted without having first obtained a street solicitation permit.

(B) Street solicitation applications shall specify the locations where street solicitations are sought to be conducted. No street solicitation may be conducted at a location not approved in the street solicitation permit.

(C) Not more than one street solicitation permit may be issued for a given location on any given day.

(D) Street solicitation permits may be requested not more than 364 days prior to the first upon which a street solicitation will occur.

(E) If multiple organizations file for street solicitation permits for the same location on the same day, preference shall be given to the applicant first applying.

(F) Street solicitations are prohibited between dusk and dawn.

(G) No organization may receive more than two street solicitation permits in calendar year.

(H) Street solicitors may not solicit from occupant(s) of any vehicle which has a green light.

(I) Street solicitation permits may only be issued to charitable organizations registered with the Office of the Attorney General of the State of Illinois.

(J) All organizations which are issued street solicitation permits shall be liable for any injuries to any person or property during the solicitation, which injury is causally related to an act of ordinary negligence of the soliciting agency.

(K) All persons engaged in street solicitations must be at least 16 years of age and shall wear a high visibility vest.

(L) Street solicitation shall be allowed only at intersections where all traffic is required to come to a complete stop.

(M) There shall be no street solicitation at the intersection of Route 53 and Route 7.

(`9 Code, § 114.016) (Ord. 95-410, passed 12-13-95) Penalty, see § 114.99

### **§ 114.17 ISSUANCE.**

All licenses and permits issued by this subchapter shall be issued by the City Clerk or designee.

(`9 Code, § 114.017) (Ord. 95-410, passed 12-13-95)