



**PREMISE PERMIT APPLICATION
TO HOST A
TRANSIENT MERCHANT/MOBILE VENDOR
(CHAPTER 78)**

Must apply at least 3 days before first date of sales.
Permit shall not be issued more than 15 days in advance of the commencement of the term of the license.

FEES		Non-Refundable Amount if denied
Annual License	\$100	\$50

_____ NEW APPLICATION _____ RENEWAL APPLICATION

(PLEASE PRINT)

Property Owner/Leaseholder Name: _____
(As shown on Polk County Iowa Assessor's webpage. Please attach copy of webpage or as shown on a valid lease agreement.)

Property Owner/Leaseholder Mailing Address: _____

City: _____ ST: _____ ZIP: _____

Email Address: _____

Property Owner/Lease Holder Daytime Phone Number: _____

Property address where Vendor will locate: _____

City of Des Moines Zoning designation of parcel: _____
(Must be in a commercial or industrial zone, and not on a parcel having a residential use as its principle use.)

Preferred location on parcel where Vendor will locate: (Attached map provided by zoning department showing location of the vendor set up).

PLEASE READ AND INITIAL EACH OF THE FOLLOWING STATEMENTS:

_____ I understand that the Vendor must always set up in same location.

_____ ***NEW*** I understand that I must provide a dumpster enclosure (exception exists for premises legally in use by a licensed Transient Merchant on February 9, 2018, in which case a dumpster enclosure must be provided within one year after issuance of permit). This requirement may be waived if a signed agreement for a satisfactory non-residential alternative location for garbage removal is provided by the Transient Merchant or Mobile Vendor.

_____ I understand that the Vendor must locate on a paved surface, (exception exists for Transient Merchants licensed on a premises prior to August 12, 2016) and be accessed by a paved driveway from a public right-of-way.

_____ I understand that the Vendor must not locate within 100 feet of any public entrance into the waiting or service area of any street level restaurant, (exception exists for Transient Merchants licensed on a premises prior to August 12, 2016). If the permit lapses or if a restaurant subsequently begins operation, then this provision applies to all future applications.

_____ I understand that I must provide 3 off-street parking spaces dedicated for use by the Vendor and understand that these 3 parking spaces cannot take required parking away from the parcel requirements, (property located in C-3, C-3A, C-3B, C-3R and D-R zoning districts are exempt from off-street parking requirement).

_____ I understand that the Vendor must locate outside of the required setback (distance from street/sidewalk) and be less than 1000 sq. ft. with no one side being more than 50 feet.

_____ I understand that the Vendor must locate outside of drive approaches or fire lanes.

_____ I understand that I may only allow Vendors who have a valid Transient Merchant or Mobile Vendor permit issued by the City to sell on the premises.

_____ I understand that only one licensed Vendor may locate on the property at a time.

_____ I understand that only one sign not exceeding 24 square feet may be allowed on the Vendor's site, and I understand that no part of the display may exceed the height of 15 feet.

_____ I understand that sales or display of merchandise shall be allowed for one of the following times, (will be determined by the Zoning Official):

- (a) _____ From 8:00 AM to 10:30 PM
- (b) _____ From 5:30 AM to 1:30 AM if premise is located more than 125 ft from a residentially-zoned property (for purposes of this ordinance the C-3, C-3A, C-3B, C-3R and D-R zones are not considered residentially zoned)
- (c) _____ 5:30 AM to 1:30 AM for Transient Merchants licensed to operate on the same premises on August 12, 2016

_____ I understand that all equipment must be removed (or stored in an enclosed building on the premises) at any time the Vendor is not open for business. This includes all vehicles, equipment, signs, tables, chairs, garbage cans, etc.

_____ I understand that I may not allow the Vendor to operate in a manner that violates the Noise Control Ordinance.

_____ I understand that it is my responsibility to reapply prior to the expiration of my current permit. Failure to reapply in a timely manner may result in loss of any grandfather rights granted to me prior to August 12, 2016, and I understand that I may not allow sales if either the Premise Permit or Transient Merchant License are expired.

I hereby certify that I am the Owner/Leaseholder of the property identified above, and I agree to allow use of a portion of my property by a Transient Merchant/Mobile Food Vendor for display/sales stand for retail merchandise or food sales. All necessary licenses and permits will be obtained by the Transient Merchants/Mobile Vendors from the proper local authorities. I hereby certify that the above statements are true and correct, to the best of my knowledge.

PRINTED NAME: _____

Applicant Signature: _____ **Date:** _____

For staff use only

APPROVED/DENIED: _____ **Date:** _____ **Zoning Officer:** _____

COPY OF SITE PLAN ATTACHED: _____

FOR CLERK'S OFFICE USE

Date	Receipt #
Amount received	Cash / Check / Charge

City Clerk's Office
City of Des Moines
Address: 400 Robert D. Ray Drive
Des Moines, IA 50309
Phone – 515-283-4209
Fax – 515-237-1645
cityclerk@dmgov.org