



CITY OF DES MOINES TRANSIENT MERCHANT APPLICATION
(NON-FOOD SALES)

Complete application must be submitted at least 3 business days prior to first date of sales

NEW RENEWAL

	FEES	Non-Refundable Amount (if application is denied)
Annual permit (365 days)	\$570	\$50
30-day permit (consecutive days)	\$220	\$50
3-day permit (consecutive days)	\$150	\$50
Cash Bond (First time applicants only)	\$200	Refundable upon request, 120 days after expiration of the license

(PLEASE PRINT)

Applicant's Name: _____ Age: _____ Daytime Phone: _____
Alternate Phone: _____

Applicant's Address: _____ City: _____ St: _____ Zip: _____

Email: _____ Website: _____

Business Name: _____

Business Address: _____ City: _____ St: _____ Zip: _____

Description of set-up area _____
Trailer, tow vehicle, tents, tables, etc.

License Plate Number(s): _____ Items to be sold: _____

Length of time applicant has been engaged in the same or similar business: _____

Primarily in one location (address): _____ OR Various locations:
All locations must have a current Premise Permit issued by the City Clerk.

Other cities where applicant has conducted business in the past 12 months:

Location where mobile vendor unit will be regularly parked while not in use:

Name of insurance company: _____

Name of insurance agent: _____ Agent's phone number: _____

I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE:

APPLICANT
SIGNATURE: _____ Date _____

Please use the checklist below to confirm all the required items are submitted with the application. Fees must be submitted with the application. Make checks payable to the City of Des Moines.

Transient Merchant Application Checklist (Non-Food Sales)	
<input type="checkbox"/>	Completed application, acknowledgement form, and fees
<input type="checkbox"/>	Copy of State of Iowa Retail Sales Tax Permit <i>Issued by the Iowa Department of Revenue - 515-281-3114</i>
<input type="checkbox"/>	Copy of any appropriate License issued by the State of Iowa for the business
<input type="checkbox"/>	Paid receipts for any past due City fines/charges, (parking tickets, camera citations, etc.)
<input type="checkbox"/>	Copy of applicant's Driver's License
<input type="checkbox"/>	\$500,000 Automobile Liability Insurance (for any vehicle used on the premises)
<input type="checkbox"/>	\$1,000,000 Commercial (Business) Liability Insurance

FOR CLERK'S OFFICE USE

City Clerk's Office
 City of Des Moines
 400 Robert D. Ray Drive
 Des Moines, IA 50309
 Phone – 515-283-4209

Date	Receipt #
Amount received	CC001010 455285 Cash / Check / Charge

TRANSIENT MERCHANT (non-food sales) APPLICATION
Acknowledgement Form – please read and initial each item

INITIAL	
	I understand that any changes to the information I provided on the application must be submitted to the City Clerk's Office within 3 business days
	I agree to keep the required insurance in place during the term of the permit
	I understand that Transient Merchant licenses are not transferrable between individuals or businesses, but may be transferred to a new vehicle if one is obtained during the effective dates of the license
	I understand that I must provide a bathroom on the licensed premises, or by agreement for the use of bathroom facilities located within a reasonable distance that are open the same hours as the transient merchant or mobile vendor.
	I understand that if a public official requests that I vacate a location, (for an emergency or street and utility repair purposes), I must comply
	I understand that I must display my license and my State Sales Tax Permit in a manner to be visible to all persons seeking to conduct business
	I understand that I cannot have a second story or any interior space used for customer service or seating.
	I understand that I must comply with City's Noise Control Ordinance, and that no person shall attempt to sell anything by shouting or raised voices
	I understand that I must remove all equipment , temporary structures, garbage, and any vehicle, tent, table or trailer used in the operation of the business from the licensed premises at any time not open for business and during the hours business is prohibited. This does not apply to temporary closures of the business of up to 30 minutes two times daily during allowed hours of operation.
	I understand that I must provide trash receptacles readily accessible to customers. All trash receptacles and all accumulations of trash and litter shall be removed from the site by the vendor before departing.
	I understand that violations of this ordinance shall be considered a municipal infraction.
	I understand that I must provide a signed agreement for a satisfactory non-residential alternative location for garbage removal if a dumpster closure is not provided on the premises.
	I agree to keep the City informed of suggestions or issues experienced.
	I understand that I must always located on a property that has a current Premise Permit issued from the City of Des Moines to the property owner.
	I understand that only one sign is allowed on premises. Such sign shall be located outside the required front yard setback area designated by chapter 134 of the Des Moines Municipal Code. Such sign shall have a single face or two parallel faces, with each face not to exceed 24 square feet in area. Such sign shall be securely anchored so as to prevent its displacement by weather. Vehicle signs painted or attached directly to the body of the vehicle shall not be subject to this limitation.
	I understand that Transient Merchants are permitted to operate between 5:30 a.m. and 1:30 a.m. unless the premises is located within 125 feet of any residentially-zoned property. Within 125 feet of a residential property, Transient Merchants are allowed to operate between 8:00 a.m. and 10:30 p.m. For any Transient Merchant licensed to operate on August 12, 2016, the Transient Merchant is allowed to operate between 5:30 a.m. and 1:30 a.m. as long as the Transient Merchant is operating with a license on the same premises it operated on August 12, 2016 and its ownership does not change. If a license lapses for any period of time, the licensee is not permitted to operate outside of 8:00 a.m. to 10:30 p.m. within 125 feet of a residential property. For purposes of this section, C-3, C-3A, C-3B, C-3R and D-R, (generally downtown areas) are not considered residentially-zoned property. <u>Your individual hours of operation will be determined by the City of Des Moines Zoning Official.</u>
	I understand that it is my responsibility to reapply prior to the expiration of my current license. 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 conduct sales if either the Premise Permit or Transient Merchant License are expired.

PERMISSION FOR TRANSIENT MERCHANT TO USE TRASH DISPOSAL FACILITIES

The applicant – (Transient Merchant license holder) _____ is hereby authorized to use the trash disposal facilities located at the following address, for the entire length of the Annual Transient Merchant Permit.

From _____ to _____
Month/Day/Year Month/Day/Year
(Dates must match effective dates of the Transient Merchant Permit)

Identification of Property Owner/Manager where trash facilities are provided:

Property Owner/Manager Name: _____

Mailing address of Property Owner/Manager: _____

Daytime phone number: _____

Address and location of trash facilities: _____

Signature of Property Owner/Manager: _____ Date: _____