



City of Grants Pass

VENDOR LICENSE APPLICATION

Date App Rec'd: _____
 Type:
 Mobile Vending Cart Mobile Food Truck
 Solicitor/Peddler Ice Cream Truck
 Temporary Merchant Community Event
 Fees Paid: _____
 Date Issued: _____

BUSINESS NAME: _____
 APPLICANT: _____
 TELEPHONE: _____ CELL: _____ EMAIL: _____
 APPLICANT'S PHYSICAL ADDRESS: _____
 APPLICANT'S MAILING ADDRESS: _____
 DATE OF EVENT: _____
 LOCATION AND ZONING DISTRICT WHERE CONDUCTING BUSINESS: _____

HOURS OF OPERATION: _____
 DESCRIBE BUSINESS ACTIVITY AND DESCRIPTION OF GOODS, WARES, MERCHANDISE OR SERVICES TO BE OFFERED: _____

If applicant is an employee or acting as an agent for another, please provide:

REGISTERED AGENT OR CORPORATION NAME: _____
 AGENT OR CORPORATION ADDRESS: _____
 AGENT OR CORPORATION TELEPHONE/EMAIL: _____

Community Event - WILL YOU BE OPERATING IN THE CENTRAL BUSINESS DISTRICT? IF YES, PLEASE OBTAIN DOWNTOWN SERVICE OFFICE SIGNATURES GRANTING PERMISSION FOR ATTENDING THE COMMUNITY EVENT.

Downtown Service Office Individual (Please Print)

Downtown Service Office Individual Signature

Temporary Merchant - SPECIFY DAYS IN CALENDAR MONTH (limited to 10 days in a calendar month per location):

HOURS OF OPERATION (limited - 7:00 am to 11:00 pm Monday-Sunday; must vacate property by 11:00 pm): _____

Solicitor/Peddler/Ice Cream Truck - PROVIDE INFORMATION OF VEHICLE TO BE USED:

<i>Year & Make</i>	<i>Model</i>	<i>Color</i>	<i>License No.</i>	<i>State</i>
_____	_____	_____	_____	_____

LENGTH OF TIME TO DO BUSINESS: _____

DOES THE APPLICANT OR AFFILIATED BUSINESS ORGANIZATION HAVE ANY PAST CRIMINAL CONVICTIONS INVOLVING UNLAWFUL TRADE PRACTICES, FRAUD, OR CRIMES INVOLVING MORAL TURPITUDE? IF YES, PLEASE DESCRIBE (DATE, OFFENSE, CITY, STATE, and DISPOSITION): _____

HAVE ANY KNOWN CONSUMER COMPLAINTS BEEN MADE TO LOCAL OR STATE CONSUMER AGENCIES ABOUT THE APPLICANT OR AFFILIATED ORGANIZATION? _____ IF YES, DESCRIBE: _____

Applicant Signature

Date

PROPERTY OWNER ACKNOWLEDGES AND APPROVES USE ON THE PROPERTY: (Community Event or Temporary Merchant)

Property Owner Name (Please Print)

Property Owner Signature

FEE SCHEDULE

Solicitors/Peddlers & Ice Cream Trucks	
Background check performed by Public Safety	\$10.00
Annual License & Application (July to June)	\$20.00
½ Year License (January to June)	\$10.00
Seasonal Sales (Allowed 90 days per year)	
Background check performed by Public Safety	\$10.00
License & application	\$20.00
NOTE: No fees are required for Seasonal Sales if the person selling the products of the farm or orchard were produced by the seller. A background check, license and application are required.	
Temporary Merchants	
Background check performed by Public Safety	(per individual) \$10.00
License & Application	\$20.00
Card re-issuance fee	\$10.00
Community Events	
Background check performed by Public Safety	\$10.00
License & application	\$20.00
Mobile Food Trucks, Mobile Vending Carts, and Mobile Vending Vehicles (located on the Grower’s Market Lot)	
Background check performed by Public Safety	\$10.00
License & Application	\$320.00
Annual Renewal	\$150.00

Continued on next page

SUBMIT ALL APPLICATIONS TO PARKS & COMMUNITY DEVELOPMENT					
<i>Routing Instructions from Parks & Community Development</i>					
** COMMUNITY EVENT **					
ROUTE TO FINANCE - Collect the Following:					
	Complete application		Copy of valid Oregon motor vehicle operator's license		
	Copy of Certificate of Liability		Copy of Business & Occupation Tax Certificate application - (BTAX number)		
	Copy of valid Food Handlers Card		Take picture(s) - Picture Number(s):		
FEES COLLECTED:					
	Background Check Fee (\$10.00)				
	License & Application Fee (\$20.00)				
	Business Tax Fee (see scale)				
ROUTE TO:					
Public Safety	Approved	Denied	Signature:		Date:
<i>If denied, route packet back to Parks & Community Development</i>					
Comm Dev	Approved	Denied	Signature:		Date:
Cust Service	Date received:		Card Created:	Date:	
	Applicant Contacted:			Date:	
Signature of Issuer:				Date:	
** SOLICITOR/PEDDLER/ICE CREAM TRUCK **					
ROUTE TO FINANCE - Collect the Following:					
	Complete application		Copy of valid Oregon motor vehicle operator's license		
	Copy of Certificate of Liability (<i>Ice Cream Truck</i>)		Copy of Business & Occupation Tax Certificate application - (BTAX number)		
	Copy of valid Food Handlers Card (<i>Ice Cream Truck</i>)		Take picture(s) - Picture Number(s):		
	Proof of compliance with all federal, state and local bonding and licensing requirements (<i>Solicitor/Peddler</i>)				
FEES COLLECTED:					
	Background Check Fee (\$10.00)				
	License & Application Fee (\$20.00)				
	Business Tax Fee (see scale)				
ROUTE TO:					
Public Safety	Approved	Denied	Signature:		Date:
<i>If denied, route packet back to Parks & Community Development</i>					
Cust Service	Date received:		Card Created:	Date:	
	Applicant Contacted:			Date:	
Signature of Issuer:				Date:	
** TEMPORARY MERCHANT **					
ROUTE TO FINANCE - Collect the Following:					
	Complete application		Copy of valid Oregon motor vehicle operator's license		
	Copy of Certificate of Liability		Copy of Business & Occupation Tax Certificate application - (BTAX number)(<i>not required for Fireworks application</i>)		
	Copy of valid Food Handlers Card		Take picture(s) - Picture Number(s):		
	Fireworks - copy of approval from Fire Marshal				
FEES COLLECTED:					
	Background Check Fee (\$10.00 <i>per individual</i>)				
	License & Application Fee (\$20.00)				
	Business Tax Fee (see scale)				

LICENSE APPLICATION

ROUTE TO:					
Public Safety	Approved	Denied	Signature:	Date:	
<i>If denied, route packet back to Parks & Community Development</i>					
Comm Dev	Approved	Denied	Signature:	Date:	
Cust Service	Date received:	Card Created:	Date:		
Signature of Issuer:			Date:		
** MOBILE VENDING CART/MOBILE FOOD TRUCK ** <i>(Ask for Supplemental Zoning Map)</i>					
PARKS & COMMUNITY DEVELOPMENT - Collect the Following:					
Complete application			Copy of valid Oregon motor vehicle operator's license		
Copy of Certificate of Liability			Completed planning application form		
Copy of valid Food Handlers Card			Scaled site plan		
FEES COLLECTED:					
License and Application Fee (\$320.00 <i>new application</i>)(Growers Market)					
Annual Renewal Fee (\$150.00)(Growers Market)					
Comm Dev	Approved	Denied	Signature:	Date:	
<i>If denied, contact applicant</i>					
Applicant Contacted:			Date:		
ROUTE TO:					
Cust Service	Contact applicant:				Date:
CUSTOMER SERVICE - Collect the Following:					
Copy of Business & Occupation Tax Certificate application - (BTAX number)					
Take picture(s) - Picture Number(s):					
FEES COLLECTED:					
Background Check Fee (\$10.00)					
Business Tax Fee (see scale)					
ROUTE TO:					
Public Safety	Approved	Denied	Signature:	Date:	
<i>If denied, return packet to Parks & Community Development</i>					
Cust Service	Date Received:	Card Created:	Date:		
Signature of Issuer:			Date:		