



APPLICATION FOR TRANSIENT RETAIL BUSINESS LICENSE

No person, firm, or corporation shall operate a transient retail business within the Township without first obtaining a Transient Retail Business License from the Township. The license shall be issued to the business operator, and a single license shall authorize the operation of that vendor's stand or sales location. Licenses are non-transferrable. There is a five (5) business day processing period.

Licenses are valid for the calendar year in which they are issued. A transient retail business license fee of \$50 shall be submitted with the application. Applications will not be processed until all information, and the required fee, are provided.

Applicant Information

Name _____

Address (Street) _____

City _____ State _____ ZIP _____

Telephone: (cell) _____ Landline _____

Email: _____

Business or Organization Name and Contact Information

Name of Business or Organization: _____

Address (Street): _____

City _____ State _____ ZIP _____

Email: _____

Responsible Party Contact Information (if different from applicant)

Name_____

Address (Street) _____

City_____ State_____ ZIP_____

Telephone: (cell)_____ Landline_____

Email: _____

Employees Associated with the Transient Retail Business

Please provide the names of all employees or individuals that will be present during operation of the transient retail business:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Transient Retail Business Information

Description of Goods or Services to be Offered for Sale: _____

Location where the Temporary Retail Activity Will Occur: _____

☐ I am operating on private property and have attached written authorization from the property owner.

Name of the Event Where Operating, if Applicable: _____

Anticipated Dates and Hours of Operation:

Transient Retail Business Operational Standards

The following requirements apply to all transient retail businesses:

1. The Transient Retail Business License shall be conspicuously displayed so that it is visible to customers at the vendor's stand, booth, tent, or other sales location during all hours of operation.
2. The business shall operate only at the location approved in the license.
3. The license holder shall maintain the vendor area in a clean and sanitary condition.
4. The license holder shall properly dispose of all trash and waste generated by the operation.
5. No transient retail business shall obstruct any sidewalk, street, emergency access route, or fire lane.
6. The license holder shall maintain a list of all employees, agents, or representatives conducting business within the Township under the authority of their license. Such list shall include the individual's name, permanent address, and contact information. The license holder shall provide this information to the Township or to law enforcement officials upon reasonable request.
7. For businesses operating stand, booth, tent or other sales location on any given day, such as at an event, a separate license shall be required for each location.

By signing, you certify that the information provided is true, and that you acknowledge receipt of the rules and regulations and agree to abide by them in full.

Applicant Signature

Date

Township Use Only

Date Complete Application Received	
License Number	
Date License Issued	
License Expiration Date	
Comments: 	