



## TRANSIENT MERCHANT APPLICATION FOR CITY LICENSE

City of Clinton  
611 South 3<sup>rd</sup> Street  
P.O. Box 2958  
Clinton, IA 52733-2958  
(563) 244-3421

License # \_\_\_\_\_  
Date Issued: \_\_\_\_\_

### SECTION I – NAME & ADDRESS

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Name of Applicant

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Home Address	City	State	Zip
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Mailing Address (if different from home)

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Phone#	Email Address
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Race	Height	Hair Color	Eye Color
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I do hereby make application for the following City License:

<u>Type of License</u>	<u>Must Comply with City Code Chapter</u>	<u>Fee</u>	<u>Insurance Required</u>	<u>Expiration Date</u>
Transient Merchant	112	\$15.00/day or \$200.00/yr.	\$1M	End of Permit Period or 1 Year from Issuance

### SECTION II – BUSINESS & SALES INFORMATION

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Name/Title of Business

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Business Address	City	State	Zip
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Business Phone#	Business Email
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Description of Merchandise

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Start Date	Duration of Sale/Solicitation	Hours of Sale/Solicitation <i>(Cannot be outside of 8AM-10PM)</i>
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Description of Structure, Tent, Trailer or Configuration Which Sale Conducted	Iowa Department of Revenue Retail Sales Tax Permit Number
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### SECTION II – BUSINESS & SALES INFORMATION CONT.

Address of Where Sale Held\*      City      State      Zip

Owner of Property

Mailing Address for Property      City      State      Zip  
Owner

Phone# for Property Owner

*\*Sales can only occur on properties zoned: C-1 Local Commercial District, C-2 General Commercial District, C-2M General Commercial/Light Manufacturing District, PWC Parkway Commercial District, C-3 Central Business District, C-4 Planned Commercial District, C-R Commercial/Recreation District, M-1 Light Industrial District, M-2 Heavy Industrial District and M-3 Industrial Park District\*\**

### SECTION III – EMPLOYMENT HISTORY

Type of Employment & Jurisdiction in Which Business was Conducted in the Past 12 Months:

Name of Business	Address of Business	Phone #	Supervisor	Time Employed



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### SECTION IV – PRIOR LICENSE REVOCATION

Has a similar license from the City of Clinton or any other jurisdiction been revoked? If yes, why:

Yes

No

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### SECTION V – RELEASE AND DISCLOSURE - APPLICANT

I \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Clinton, Iowa, whether said records are of a public, private or confidential nature, including criminal histories.

I \_\_\_\_\_, do hereby authorize the Clinton Police Department, or its designee, to obtain finger prints and take a photograph of myself for identification purposes.

I hereby swear and affirm that each that each statement and all information in or supplementing this application is complete and true and accurately recorded to the best of my knowledge. I understand that providing false, misleading and/or incomplete information on this application will result in my not obtaining a Transient Merchant City License in the City of Clinton, Iowa.

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Signature of Applicant

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Date



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### SECTION VI – RELEASE AND DISCLOSURE – PROPERTY OWNER

I \_\_\_\_\_, do hereby allow \_\_\_\_\_, to be locate upon the property at \_\_\_\_\_ a structure, tent, or trailer for the sale of \_\_\_\_\_ for the period of \_\_\_\_\_ to \_\_\_\_\_

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Signature of Property Owner

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Date



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## **SECTION VII – CONFIDENTIAL INFORMATION OF APPLICANT**

**Name of Applicant**

Social Security #      Date of Birth      Place of Birth (City, State)      Driver's License #  
(optional)

List all felonies and misdemeanor convictions, including traffic violations for the last ten (10) years:

#### Aliases (List All Other Names Ever Used):

## **SECTION VIII – CHECKLIST FOR APPLICANT**

- City Application Completed?*
- DCI Background Check Form Completed?*
- Proof of Insurance with City of Clinton listed as an “additional insured” provided?*
- Inspection completed by Building & Neighborhood Services Department (563-244-3360) (if selling food/drink/fireworks)?*
- Inspection completed and license issued by DIA (515-802-2984) (if selling food/drink)?*
- State Sales Tax Certificate obtained (800-367-3388)?*
- All fees paid to City Finance Department?*

**\*All items must be completed and submitted to the City Clerk's office before the application can be approved.\***

***\*Please allow at least 2 weeks for your City license application to be processed.\****

## **SECTION IX – OFFICE USE ONLY**

License#	Fee Paid to Finance Office	DCI Background Check Completed	Approved by Police Department	Approved by Fire Department	Approved by BNS Department	Inspected by DIA	Approved by Clerk