

## **Application for Transient Merchant & Seasonal Business License**

Approved applications and licenses are required for any transient merchant or seasonal business conducted on private property or on any sidewalk in the Central Business District in the City of Howell. There is a \$100 non-refundable fee per application. Review of this application will be conducted by The City of Howell Finance Department, City of Howell Police Department, and City of Howell Community Development Department.

*NOTE: The establishment or erection of any temporary building or structure will require Planning Commission review and approval and building code review. Temporary buildings include: greenhouses, tents, sheds, trailers, etc. Planning Commission approval and building code review may take as long as 6 weeks.*

### **Process for Approval:**

- 1) Pick up application from City Hall at 611 E. Grand River Avenue, 3<sup>rd</sup> Floor
- 2) Fill out application and attach required documents.
- 3) Application fee (\$100) made payable to City of Howell (check, cash or money order).

Once the application has been completed, submit the application, required documents listed below, and the application fee (\$100) to the City Clerk on the third floor of City Hall, 611 E. Grand River Ave.

**\*\*\*\*Processing of Transient Merchant & Seasonal Business License applications will take a minimum of ten (10) working days after all required documents have been provided. License fee in the amount of \$50.00 due upon issuance of license.**

### **Required documents that must be submitted with application:**

- Sketch of sales layout, employee and customer parking, landscaping, setbacks from right of ways, and signage locations for zoning requirements.*(if applicable)*
- Specification drawings and building permit application for all temporary buildings *(if applicable)*
- Copy of DBA or articles of incorporation
- Signed, dated, and notarized letter from owner of property (or property owner who abuts the sidewalk area if located on a sidewalk in the Central Business District) allowing property to be used for proposed purpose *(if applicable)*
- If a non-profit and claiming exemption from fees, evidence of 501(c)(3) designation.
- Executed release form for background check & driving record.
- Cash deposit of \$500 (returned after license has expired) or a surety bond for \$500.
- Michigan Sales Tax License (not required for the sale of food)

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NOTE: ALL questions must be answered and for those items that are “not applicable,” “N/A” shall be placed in the space provided. If more space is needed to completely answer any question, attach additional sheets as necessary.

## **PART I: Property Information**

1. What is the address of the place where merchandising will take place?  
\_\_\_\_\_
2. What is the zoning district? \_\_\_\_\_
3. Will you be erecting any temporary structures (greenhouses, tents, display cases, etc.)? \_\_\_\_\_
4. The license applied for is requested to begin on the following date:  
\_\_\_\_\_ and end on: \_\_\_\_\_.  
**(Note: License will expire December 31<sup>st</sup> of the current year.)**
5. What is the name of the property owner? \_\_\_\_\_
6. What is the home address and phone number of the property owner?  
\_\_\_\_\_
7. Have all taxes and fees been paid on the property? \_\_\_\_\_

## **PART II: Business Information**

1. What is the name of the business? \_\_\_\_\_
2. The full name of the principal or owner of the business:  
\_\_\_\_\_
3. Date of birth of the principal or owner of the business: \_\_\_\_\_
4. County and state where DBA is registered:  
\_\_\_\_\_
5. What is the full address of the business? \_\_\_\_\_  
\_\_\_\_\_
6. What is the phone number of the business? \_\_\_\_\_
7. Federal Tax Identification No. **or** Social Security No. : \_\_\_\_\_

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## **PART III: Proposed Business Use**

Describe the type(s) of articles to be sold or offered to be sold: \_\_\_\_\_

\_\_\_\_\_

How many employees will you have on site? \_\_\_\_\_

## **PART IV: Applicant Information**

1. The full name of the applicant: \_\_\_\_\_

2. The residence address of the applicant: \_\_\_\_\_

\_\_\_\_\_

3. The date of birth of the applicant: \_\_\_\_\_

4. Relationship to business owner: \_\_\_\_\_

5. Do you own the business that is the subject of this application?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

7. If no, do you have a valid alien registration card? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the ID number of the alien registration card?

\_\_\_\_\_

8. Your driver's license number: \_\_\_\_\_

9. Are you using a vehicle to conduct your business? Yes \_\_\_\_\_ No \_\_\_\_\_

10. If yes, provide the following information: MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_ YEAR \_\_\_\_\_ (Attach current proof of insurance)

11. Have you ever been convicted of violating a law of the State of Michigan or of the United States or of any ordinance of the City of Howell or any other city in the country? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the applicant shall include the details of such conviction(s):

\_\_\_\_\_

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**PART V: Non-profits**

Are you claiming exemption from license fees ? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If yes, an affidavit containing such facts must be attached to this application.*

**PART VI: Emergency Contact Information**

In the case of emergency, contact the following:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**PART VII: Affirmation**

I, the undersigned, hereby swear or affirm that the above statements are true to the best of my knowledge and belief and understand that any false statements or significant omissions shall be grounds for denial of a license.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

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**FOR CITY USE ONLY**

ATTACHMENTS:

- A. Layout sketch Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Specification drawings Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Building permit application Yes \_\_\_ No \_\_\_ N/A \_\_\_
- D. Copy of DBA/Articles of incorp. Yes \_\_\_ No \_\_\_ N/A \_\_\_
- E. Notarized letter from property owner Yes \_\_\_ No \_\_\_ N/A \_\_\_
- F. 501 (c)(3) evidence Yes \_\_\_ No \_\_\_ N/A \_\_\_
- G. Background check Yes \_\_\_ No \_\_\_ N/A \_\_\_
- H. Driving record Yes \_\_\_ No \_\_\_ N/A \_\_\_
- I. Tax report from finance department Yes \_\_\_ No \_\_\_ N/A \_\_\_
- J. Cash deposit or surety bond Yes \_\_\_ No \_\_\_ N/A \_\_\_
- K. \$100 application fee Yes \_\_\_ No \_\_\_ N/A \_\_\_

Approved by Community Development Director: \_\_\_\_\_

Approved by Chief of Police: \_\_\_\_\_

Approved by Finance Director: \_\_\_\_\_

*(Verify taxes)*

Date \$100.00 Application Fee Paid: \_\_\_\_\_

Date \$50.00 License Fee Paid: \_\_\_\_\_

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

\_\_\_\_\_  
City Clerk