



Itinerant Vendor License Checklist

This checklist provides a list of requirements to obtain an itinerant vendor license.

All applicants must provide the following:

- Completed Application for Itinerant Vendor License
 - Contact Information
 - Type of Business
 - Type and Method of Solicitation
 - Period of Solicitation
 - Location of Sales
 - Representative Information
 - Conviction History
 - Three Character References
 - Previous Cities of Sales
- Sales Tax Permit
 - Applicants must provide current and valid Sales Tax permit for Texas.
 - Applicants must be set up for multiple location reporting of sales taxes, i.e. list filer.

In addition to the fields listed above, the following additional pieces of information are needed if vendors are **selling at Market Square**:

- Complete list of goods to be offered.
- Confirm available space with Main Street Program Director.
 - Civic Center, 311 S Weaver, (940) 665-2831.

In addition to the fields listed above, the following additional pieces of information are needed if vendors are **operating a Mobile Food Unit at Market Square or in areas zoned C3, Outdoor**

Commercial:

- Mobile Food Unit Service Inspection
 - Issued by State Health Department, (512) 834-6753.
- Food Handler Certificate (if handling food that is not pre-packaged)
 - Each worker must obtain certificate.
- Written Consent from Property Owner to Sell from Stationary Location *other than Market Square*.
 - Include location address, name and phone number of property owner.
 - Address must be in areas zoned C3.
- Space assignment from Main Street Program Director if selling at Market Square.

In addition to the fields listed above, the following additional pieces of information are needed if vendors are **requesting to sell from a stationary location other than Market Square**:

- Written Consent from Property Owner to Sell from Stationary Location
 - Include location address, name and phone number of property owner.
 - Address must be in areas zoned C3.

APPLICATION FOR ITINERANT VENDOR LICENSE
City of Gainesville, 200 South Rusk, Gainesville, TX 76240
ATTN: City Secretary
940-668-4500 940-668-4518 FAX

I. APPLICANT: (License will be issued in this name)

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE _____

DRIVER'S LICENSE NO. & STATE _____

PHONE NO. _____ (cell)

IS APPLICANT: **CORPORATION** **PARTNERSHIP** **PROPRIETORSHIP**

ASSUMED NAME: _____

AGENT FOR SERVICE OF PROCESS (applicant or company):

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE _____

PHONE NO. _____

II. PERSON MAKING APPLICATION (if different from applicant above):

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE _____

PHONE NO. _____

III. TYPE AND CHARACTER OF SOLICITATION AND/OR GOODS

Method of Solicitation:

door to door _____ **stationary location** _____ **Farmers Market** _____

Type of Goods _____

Texas State Sales Tax Number _____

IV. PERIOD OF SOLICITATION (per ordinance, itinerant sales activities are 8 a.m. to 8 p.m.)

DAYS OF THE WEEK _____

TIME OF DAY FROM: _____ **TO:** _____

V. **LOCATION OF SALES (location address, name & phone number of property owner). If vendor will sell from a stationary location other than Market Square, attach written consent of the owner of the property. You must be located in area zoned Outdoor Commercial (C3)**

***Per adopted Ordinance 1219-12-2008 itinerant vendors may only conduct sales from stationary locations in areas zoned Outdoor Commercial (C3) in the City Zoning Code. Please consult the zoning map for those areas. The Zoning map is posted online at <http://www.gainesville.tx.us/CommunityServices/PlanningZoning/Good%20Zoning2.pdf>

Location Address: _____

Property Owner name: _____ Phone: _____

VI. **STATE THE NAME, DRIVERS LICENSE NUMBER, OF EACH EMPLOYEE, AGENT AND / OR REPRESENTATIVE WHO WILL SELL, OFFER, EXHIBIT OR SOLICIT ORDERS FOR GOODS OR ANY TYPE OF SOLICITATION IN THE CITY OF GAINESVILLE. You must list all persons who will make any solicitation or sales in the City of Gainesville.**

_____	_____
_____	_____
_____	_____
_____	_____

VII. **HAS APPLICANT, OR ANY REPRESENTATIVE (listed above), WHO WILL CONDUCT SOLICITATION AND / OR SALES IN THE CITY OF GAINESVILLE BEEN CONVICTED ANYWHERE OF A FELONY, A MISDEMEANOR? HAS APPLICANT OR ANY REPRESENTATIVE BEEN CONVICTED FOR VIOLATION OF THE CITY OF GAINESVILLE ITINERANT VENDOR ORDINANCE?**

YES / NO

If yes, list the name of the person, the offense charged, the location of the offense charged, the disposition, court of conviction, and any penalty imposed. Please attach an additional sheet, if necessary.

VIII. **LIST THE NAME, ADDRESS AND TELPHONE NUMBER OF THREE CHARACTER REFEERENCES WHICH MAY BE CONTACTED WITHIN FORTY-EIGHT HOURS:**

1)
NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE _____

PHONE NO. _____

2)
NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE _____

PHONE NO. _____

3)
NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE _____

PHONE NO. _____

IX. PLEASE LIST ALL CITIES IN WHICH YOU HAVE CONDUCTED ITINERATE SALES OR SOLICITATION WITHIN THE PAST SIX MONTHS.

_____	_____
_____	_____
_____	_____
_____	_____

X. ARE YOU FAMILIAR WITH THE TERMS AND CONDITIONS OF THE CITY OF GAINESVILLE ITINERANT VENDOR ORDINANCE?
<http://www.municode.com/resources/gateway.asp?pid=10821&sid=43> Gainesville Code of Ordinances, Chapter 9, Article VI)

YES / NO

I DO SWEAR OR AFFIRM THAT THE STATEMENTS CONTAINED IN THIS APPLICATION FOR ITINERANT VENDOR'S LICENSE ARE TRUE AND CORRECT.

APPLICANT

DATE

Return completed application to the City Secretary, 200 South Rusk, Gainesville, TX 76240.

Vendor application information must be verified by the Gainesville Police Department prior to payment of Vendor Permit fee to the City Secretary.

Upon approval of license and payment of the fee, a Vendor License will be issued by the City Secretary.

All Permitted Vendors and solicitors must clearly display identification and Vendor License number at all times in the course of its sales activity within the City. It is a violation of City Ordinance for any solicitor to fail to or refuse to show or display such identification and City Vendor License upon the request of any person.

License fee \$50, good for six months, is payable upon approval of license. The license may be renewed for an additional six months for \$25 if renewed prior to expiration.



For City Use Only:

APPLICANT NAME: _____

Application received by City Secretary

Date

Signature

Application received by Gainesville Police Department 668-4597 FAX / EMAIL

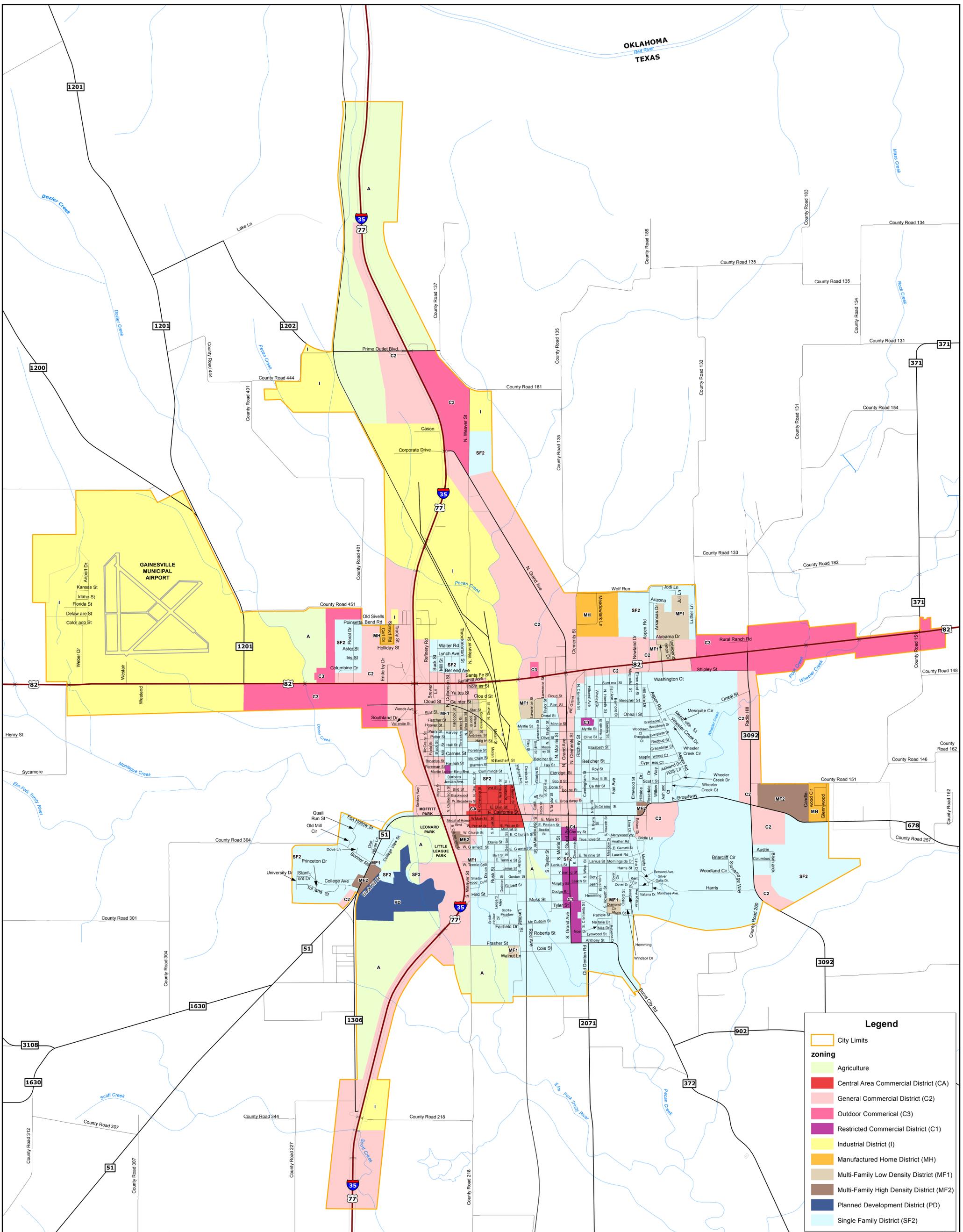
Date

Signature

Application verified as accurate / not accurate

Date

Signature
Gainesville Police Department



CITY OF GAINESVILLE

