CITY OF COLLEGE STATION
Home of Texas A&M University®

FOR OFFICE USE ONLY
CASE NO.: _____
DATE SUBMITTED: _____
TIME: _____

ITINERANT VENDOR PERMIT APPLICATION

(Application will take a minimum of 3 business days for review)

MINIMUM SUBMITTAL REQUIREMENTS:

- ☐ Application Fee **(Refer to the Planning and Development Fee Schedule for all applicable fee)**
  - Fee Exemptions: ☐ Charitable organization (submit 501 (c)(3) documentation).
- ☐ Application completed in full. This application form provided by the City of College Station must be used and may be not adjusted or altered. Please attach pages if additional information is provided.
- ☐ Surety bond in the sum of not less than $1,000 made payable to the City of College Station.
  - Bond Exemptions: ☐ Charitable organization (submit 501 (c)(3) documentation).
  - ☐ Individuals selling farm products in an unrefined state.
- ☐ Copy of photo identification for applicant and all employees conducting sale.
- ☐ Copy of Charter or Articles of Incorporation and current listing of directors, partners, and principals.
  - Exemption: ☐ Company listed on the American or New York Stock Exchange.
  - ☐ Individual
  - Non-Exemption: ☐ Company
- ☐ Copy of Applicant's sales tax permit.
  - Exemption: ☐ Charitable organization (submit 501 (c)(3) documentation).
  - ☐ 2-Day Sales
- ☐ Copy of Compliance Permit or Licenses from Brazos County Health Department (for food sales).
- ☐ Written permission to locate in proposed parking lot.
- ☐ Site Plan of proposed location.
  - ☐ Site configuration, street access, location and amount of parking spaces to be utilized, and fire lanes.
  - ☐ Signage to be utilized.

BUSINESS NAME _____
☐ Tent and other structure locations.

SALE LOCATION ADDRESS _____

APPLICANT/PROJECT MANAGER'S INFORMATION (Primary contact for the project):

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

Date of Birth _____ Driver's License Number _____ State _____

BUSINESS INFORMATION

Legal Name of Business _____ DBA _____

Permanent Business Address _____

City _____ State _____ Zip Code _____

Business Phone _____ Sales Tax Number _____

EMPLOYEE INFORMATION *(Attach additional sheets if necessary):*

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ Driver's License Number _____ State _____

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ Driver's License Number _____ State _____

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ Driver's License Number _____ State _____

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ Driver's License Number _____ State _____

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ Driver's License Number _____ State _____

SALE INFORMATION

Sale Location Address _____

Dates of Sale _____ Times _____

Description of Sale _____

Number of parking spaces to be utilized _____ Signage to be utilized _____

Will a tent be utilized? ☐ No ☐ Yes If yes, what is the size of the tent _____

NOTE: A tent permit is required in addition to an itinerant vendor permit if a tent greater than 400 square feet is utilized

Location(s) where the goods to be sold are located now and the last previous location if good are in interstate commerce:

If solicitation of funds, description of the purpose:

Has the applicant or any employee listed been found guilty of one or more criminal offenses involving crimes against property and/or a felony by any Court in this State of any other State?

☐ Yes ☐ No If "yes", identify the individual, offense, State of conviction and penalty imposed:

Does the applicant or any employee listed have any unpaid civil judgments against him/her in any State of US possession arising from a business activity which would have been covered in this Section?

☐ Yes ☐ No

As the employer of individuals whose names are listed in this application, I accept the responsibilities imposed by State Law for the acts of my employees. (Initial) _____

I acknowledge receipt of copies of the City Ordinance for Itinerant Vendors. (Initial) _____

I acknowledge receipt of the Permitted Itinerant Vendor Check List. (Initial) _____

STATE OF TEXAS

COUNTY OF BRAZOS

Before me, the undersigned Notary Public, on this day personally appeared _____, who, after being duly sworn, stated under other that he/she has read the above statements and that every statement contained herein is within his/her personal knowledge and is true and correct.

_____
Signature of Applicant

_____
Title

SUBSCRIBED AND SWORN TO BEFORE ME on this _____ day of _____, 20_____.

_____
Notary Public in and for the State of Texas

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PERMITTED ITINERANT VENDOR CHECK LIST

1. Permit

- The permit must be kept on the premises at all times during the event.
- A tent permit is also required if a tent greater than 400 square feet is utilized.

2. Length of Time

- The City of College Station Code of Ordinances **Chapter 4, Section 1-C (1) states: Itinerate vendor's permits shall be valid for one (1) year, provided that sales may not be conducted for longer than <u>three(3) consecutive days or thirty-six cumulative (36) days.</u>**

3. Signage

- All signage must be attached to the tent.
- No banners are allowed.
- Signs can be made of corrugated plastic, sturdy corrugated cardboard, metal or wood.
- No balloons or other inflatable devices are allowed.
- No directional signs are allowed (signs with arrows).
- No temporary signs are allowed, including stake signs, real estate type signs, or sandwich board type signs.

4. Maintenance

- Tent and other facilities must be kept in good repair during the event.
- All refuse and litter must be contained during the event and removed after the event.

5. Site Location

- No itinerant vendor may locate in an area unless the zoning classification of the area permits the type of business or service to be performed or provided.
- The itinerant vendor or solicitor must locate the activity in an existing parking lot.
- No itinerant vendor may locate in the street right-of-way or highway department right-of-way without permission of the State Highway District Engineer or the City Engineer having control over such property, where such authority exists.
- If there is an open and operating business(es) at the location, then the itinerant vendor or solicitor's activity cannot utilize more than five percent (5%) of the available parking space, or sixteen spaces, whichever is smaller.
- The location of the activity in the parking lot shall not cause a traffic hazard.