



POLICE DEPARTMENT

License No.: _____ Renewal: _____ Renewal: _____
Date Issued: _____ Expiration Date: _____ Expiration Date: _____
Expiration: _____

CITY OF GREENVILLE
APPLICATION FOR ITINERANT MERCHANT LICENSE AND RENEWAL

This application is intended for those who temporarily set up business to sell their merchandise in the City of Greenville. A nonrefundable fee of \$374.00, for the initial license, must be submitted with the application, along with proof of a North Carolina Department of Revenue, and a written statement from the owner or lessee of the property where you propose to do business granting permission (if applicable). Prior to operation as an itinerant merchant, an itinerant merchant license must be obtained from the Police Department . The Itinerant Merchant License is valid for ninety (90) days from date of issuance. Upon expiration the applicant must submit a renewal application with a nonrefundable fee of \$219.00. The renewal license is valid for ninety (90) days from the date of issuance and may be renewed.

Applicant's Full Name: _____

Home Address: _____

Local Address: _____

Home Telephone: _____ Local Telephone: _____

Name, Address and Telephone Number of Person, Firm, Corporation Whom You Are Representing:

You Will Be Doing Business As: Owner _____ Proprietor _____ Agent _____ Other _____

Location where you propose to conduct business (Only one category is allowed per application)

_____ Single or multiple fixed site(s) on private property
(Proof of permission from the owner(s) or lessee(s) of the property(ies) to be used must be submitted with this application. A zoning compliance permit must also be obtained from the Planning Office stating that the proposed sales activity is a permitted use in the proposed location(s). Location(s): _____

_____ Door to door or public rights-of-way (List areas where you will be selling)

Length of time you propose to conduct business: _____

List of places (other than your permanent place of business) where you have conducted business within the last six months: _____

Type of merchandise to be sold: _____

Quality of merchandise to be sold: _____

- Merchandise will be:
- _____ sold from stock in possession
 - _____ sold from stock in possession and by sample
 - _____ sold at auction
 - _____ direct sale
 - _____ direct sale and by taking orders for future delivery

Where is the merchandise manufactured or produced? _____

Where is the merchandise located now? _____

Please give a brief statement of the type or nature of advertising you propose to do (Attach copies of handbills, circulars, newspaper ads, etc.) _____



The following items must be obtained and included as part of this application prior to processing:

- (1) Proof of a North Carolina sales tax reporting number issued by the North Carolina Department of Revenue
- (2) A written statement from the owner or lessee of the property where you propose to do business, granting permission
- (3) A \$1,000 bond valid for one year from date of application or date of any renewal



I understand the issuance, or renewal, of an Itinerant Merchant License is conditional upon compliance with all regulations and conditions imposed by the ordinances of the City of Greenville, and the result of an investigation by the Chief of Police into my character and business responsibility. I affirm that all information contained in this application is true, correct and accurate, and any incorrect or untrue statements will result in revocation of my license.

(Must be signed by President or Officer of business) Title: _____

Individual Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____ .

Notary Public

My Commission Expires: _____

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ZONING AND COMPLIANCE CERTIFICATION
FOR SINGLE AND MULTIPLE FIXED SITES ON PRIVATE PROPERTY ONLY
(To be completed by the Planning Office)

The proposed location is zoned: _____

The proposed sales activity _____ is _____ is not a permitted use in this zoning district.

Planning Office Official

Date

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FINANCE DEPARTMENT CERTIFICATION
FOR GREENVILLE RESIDENTS OR BUSINESS OWNERS ONLY
(To be completed by the Finance Department)

The applicant/business _____ does _____ does not have any financial indebtedness to the City
(i.e., unpaid taxes or fines). If yes, please explain: _____

Finance Department Official

Date

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CHIEF OF POLICE'S CERTIFICATION

I certify that the applicant(s) _____
has been investigated by the Greenville Police Department, and this investigation has shown the applicant's
character and business reputation to be satisfactory. Based upon these findings, an Itinerant Merchants License
may be issued.

Ted D. Sauls, Jr., Chief of Police

Date