



## **Itinerant Merchant License Application Checklist**

Welcome and congratulations on deciding to do business in the City limits of Greenville. To operate as an Itinerant Merchant, the following procedures must be accomplished:

- ✓ A non-refundable application fee of \$374 (\$219 for a renewal) must be paid at the Greenville Police Department Records Unit located inside the Police Department at 500 S. Greene St, Greenville, NC 27834. Checks or money orders should be made payable to the City of Greenville. This fee is required for each application.
- ✓ A copy of the Sales Tax Reporting Number issued by the North Carolina Department of Revenue for the business must be attached to the application.
- ✓ Itinerant Merchant License applications may be obtained from the Records Unit, Monday – Friday, 9:00 a.m. until 4:30 p.m. or via the City’s website [linked here](#). For form related questions you may call the Records Unit at (252)329-4325 as needed.
- ✓ If the business is to be conducted on private property, the applicant must submit written documentation granting permission from the property owner at the time the application is submitted.
- ✓ The application must be approved by the Planning & Zoning Division before final approval can be granted.
- ✓ When the Police Department’s application process is complete, your permit will be mailed to you.

Any questions relating to this application process should be directed to the Logistics Division Commander at (252) 329-4101.