

Itinerant Merchant License

REQUIREMENTS

1. Copy of property owner's written letter of permission, signed, including their contact information
2. Copy of Oklahoma Sales Tax Permit – or – an official letter of exemption from the State of Oklahoma
3. **Submit a site plan** drawing showing location you want to set up at. Include location of all tents & accessories. **Drawing must include dimensions to streets/curbs & parking lots.** Tents, signs & temporary structures require approved permits that must be posted on location at time of set up.
4. Approved licenses are valid up to 180 days per year. Cost \$128.00
5. Food Vendors: must submit TCHD form & pay for a Broken Arrow food license.

ORD NO 3207 SEC 7-3 (C) 8

ADDRESS/LOCATION YOU WANT TO CONDUCT BUSINESS

ADDRESS to do business at _____

Business at this location _____

Dates you plan to be at this location _____

YOUR BUSINESS INFORMATION

Business name:

Business Address:

Phone:

City:

State

Zip Code:

Other phone:

Other phone:

OK sales tax I.D. number:

APPLICANT INFORMATION

Applicant name:

Address, City, State, Zip:

Phone:

Supervisors name & contact information:

Phone:

Managers name & contact information:

Phone:

Locations you have conducted business within the last six months

List all locations you have conducted business within the last six months, include city, state, dates:

PROPERTY OWNER INFORMATION

You may submit a copy of the lease agreement, but the property owner's information must be submitted with lease agreement.

Property owner name:

Address, City, State, Zip:

Contact Phone number/s:

GOODS

Type of goods for sale (plants, sunglasses, blankets, etc.):

Method of delivery (at the time of purchase, home delivery by truck, USPS, UPS, etc.):

Type & sizes of any advertising (banners, flyers, signage of motor vehicles, etc.):

PLEASE READ AND ACKNOWLEDGE THE FOLLOWING

Itinerant merchants shall provide upon request, proof of filing with the Oklahoma Tax Commission if such filing is required by state statute. Provided that, authorized city officials shall have the power and authority to enter the place of businesses of any itinerant merchant during normal business hours for the purpose of ascertaining the amount of sales made, and at the time have access to the books of such businesses.

I understand and agree that the license issued under **ORD NO 3207 SEC 7-3 (C) 8** shall be posted conspicuously in the place of business named therein. This license may be suspended or revoked by authorized personnel should complaints involving, or upon the conviction of, any licensee, seller of the goods or services, of a felony or conviction of a misdemeanor involving fraud or dishonesty, including but not limited to fraud, larceny, burglary, robbery or embezzlement.

I hereby acknowledge that I have read the entire foregoing instrument and agree to comply:

Name of applicant (print): _____

Signature of applicant: _____ Date: _____

DO NOT WRITE BELOW

DO NOT WRITE BELOW

DOES LOCATION MEET CITY REQUIREMENTS? YES NO

DATE DENIED: _____ DENIED BY: _____

RESTRICTIONS AND/OR REQUIREMENTS THAT MUST BE MET:

APPLICATION, SITE PLAN & DOCUMENTS APPROVED BY: _____ DATE: _____