



Today's Date: _____

Permit # _____

**VILLAGE OF MANTENO
APPLICATION FOR ITINERANT MERCHANT PERMIT**

Please Print

Name of Applicant: (First/Last) _____ M.I. _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Date of Birth: _____

Drivers License #: _____ State: _____

Vehicle Description (if applicable) _____

License Plate # _____

Name of Business: _____

Brief Description of the Merchandise or Commodity being sold : _____

Location where Merchandise or Commodity will be sold: _____

Address: _____

Name of Person who granted permission to sell on the property: _____

Phone Number: _____

Has the Applicant ever been convicted or plead guilty to a felony or misdemeanor: YES or NO
If yes, please give nature of offense, county, state and date of conviction or plea:

Has the Applicant ever had a permit denied, suspended or revoked for noncompliance with the Village of Manteno Code: YES or NO

Please list and provide a copy of any license or permit which, under federal, state or local law, the applicant is required to have in order to conduct the proposed business. (i.e. Food License)

Dates Requested to sell: _____

FEE: Non-profit merchants providing IRS 501(c)	
determination letter	\$25.00 per day
Food truck vendors	\$50.00 per day
All other for-profit merchants	\$50.00 per day

HOURS: MONDAY – SATURDAY 7:00 A.M – 7:00 P.M.
 SUNDAY & HOLIDAYS 10:00 A.M - 7:00 P.M.

I acknowledge that the information stated above is true to the best of my knowledge. I, further agree that if approved for an Itinerant Merchant Permit I will post my license visible to the residents as issued by the Village.

Signature of Applicant:_____

Provide copy of: Retailers' Occupational Tax Certificate & IRS 501(c) Letter (if applicable)

Office Use Only

Type of Form Used to Verify Identification: Driver's License State:_____
 State ID Card State:_____

Permit: Approved or Denied (*circle one*) Date:_____

Reason for denial _____

Fee Paid: _____ Date:_____

VILLAGE CLERK SIGNATURE _____

POLICE DEPARTMENT SIGNATURE _____

3-7-1: DEFINITION:

"Itinerant Merchant" means any person who transports tangible personal property for retail sale within the village other than from a fixed location and who does not maintain in the village an established store, office, distribution house, sale house, warehouse service center, or home occupation residence from which such business is conducted. This definition includes without limitation persons who hawk such goods, wares or merchandise by public outcry, and persons who solicit orders for goods, wares or merchandise by going from place to place in the village. However, this chapter does not apply to any solicitor, as that term is defined in §3-12-1, going door-to-door at private residences, or any person who delivers goods, wares or merchandise in fulfilling an order which was solicited by mail or by electronic means.

"Mobile Food Truck" means a self-contained food service operation, located in a readily movable, motorized, wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion service.

"Transient Merchant" means any person engaged temporarily in the retail sale of goods, wares or merchandise within the village and who, for the purpose of conducting such business, occupies any building, room, vehicle, structure of any kind, or vacant lot, but who does not maintain in this village an established store, office, distribution house, sales house, warehouse, service center, or home occupation residence from which such business is conducted. A person shall be deemed to be engaged in a business "temporarily" if such person does not own, or lease for a term of at least six months, the property from which such business is conducted.

3-7-2: LICENSE REQUIRED:

It shall be unlawful for any person, either as principal or agent, to engage in or conduct in this village a business as a transient merchant, itinerant merchant, or mobile food truck without first obtaining a license.

3-7-4: LICENSE FEE:

The fee for an itinerant merchant's license shall be as follows:

Non-profit merchants providing IRS 501(c) determination letter	\$25.00 per day
Food truck vendors	\$50.00 per day
All other for-profit merchants	\$50.00 per day