



To obtain a Peddler's/Transient Merchant Permit to sell within the city limits of the City of Big Lake, each applicant must submit the following:

- ✓ "Peddler/Transient Merchant Permit Application" form.
- ✓ "Big Lake Police Department - Authorization for Background Check" form for each person(s) listed on the Application (completed and notarized – original signed form must be submitted – photocopies will not be accepted).
- ✓ Photocopy of a valid Driver's License or State Issued Identification.
- ✓ Application fee (non-refundable) in the amount of Twenty-Five Dollars (\$25.00) per person listed on the Application. Payment must be in the form of cash, credit card transaction, money order, or cashier's check made payable to: "City of Big Lake". DO NOT mail cash. Cash payment is only allowed if brought directly into City Hall Offices. (If submitting information for multiple persons, one money order/cashier's check for all individuals may be submitted [i.e., three sellers = \$75.00 background check fee]).
- ✓ A Certificate of Insurance (only required for transient merchants selling from a vehicle).

The approval process can take between ten (10) and fourteen (14) days from the date that all the above required items are received at City Hall. Failure to submit all of the required documentation will delay the processing of the permit application.

Applicant will be notified of the approval or denial of the application.

- ✓ IF APPROVED, a fee of Ten Dollars (\$10.00) is required for each person listed on the application for each day he/she will be selling in the City of Big Lake. This fee must be paid prior to selling. Multiple days can be paid for at one time, if desired. When selling, applicant must carry on his/her person a copy of the approved Permit Application indicating the days permitted to sell (this will be provided to applicant at the time the daily fee is paid).
- ✓ IF DENIED, the applicant will not be allowed to sell in the City of Big Lake.

A copy of the Permit Application and the Background Authorization form are attached. If you have any further questions, please contact the Deputy City Clerk at Big Lake City Hall at (763) 251-2983 or by e-mail at jrust@biglakemn.org.

Submit all information to: Attn: Deputy City Clerk
City of Big Lake
160 Lake Street North
Big Lake, MN 55309



CITY OF BIG LAKE Peddler/Transient Merchant Permit Application

Peddlers/Transient Merchants are allowed to carry product with them that are being offered for immediate sale.

DATA PRACTICES ADVISORY: The data supplied in this application will be used to assess the qualifications for a license. This data is not legally required but the City will not be able to grant the license without it. If a license is granted, the data will constitute a public record. The data is needed to distinguish this application from others, to identify this application in City license files, to verify the identity of the applicant, to contact the applicant if additional information is required and to determine if the applicant meets all ordinance requirements.

Date: _____

1. Applicant's Name: _____
First
Middle
Last
2. Address: _____ City: _____ State: _____ Zip _____
3. Telephone Number: _____ Birth Date: _____
4. Business Name: _____ Telephone No. _____
5. Business Address: _____ City _____ State: _____ Zip: _____
6. Nature of Business: _____
7. Minnesota Business Tax ID Number: _____
8. Primary Contact Person: _____
9. Preferred Method of Contact (email, telephone/cell): _____
10. Email Address _____ Website Address: _____

LIST BELOW THE NAMES AND ADDRESSES OF EACH PERSON WHO WILL BE REGISTERED UNDER THIS PERMIT.

Each person licensed must carry this approval permit on them AT ALL TIMES while selling in the City of Big Lake.

8. Area of City where attempted sales will occur: _____
9. Requested License Period: From _____ to _____ (Dates) No. of Days _____
10. Approximate Hours of Solicitation: From _____ to _____

*****FOR OFFICE USE ONLY*****

Dates Authorized to Sell: _____ (dates must be filled in on reverse side to be valid)

Police Dept. Authorization: _____ <small>(signature required to be valid)</small>
Administration Authorization: _____ <small>(signature required to be valid)</small>

Police Department Notified on: _____

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11. Description of Merchandise to be sold: _____

12. List of Vehicles Used (if applicable):

Make	Model	Year	Color	License Number

*****FOR OFFICE USE ONLY*****

LICENSE FEES:

_____ Application Fee (Initial Investigation) **per person** \$25.00
 _____ Peddlers, and transient merchants*, **per day, per person** \$10.00

Dates authorized to sell/peddle	Total Number of Days	Amount Due (# days X \$10/day)	Amount Paid	Date Paid	Staff Initials

*Transient Merchants will need to obtain additional permitting from the Planning Department at an additional cost prior to approval of the Transient Merchant Permit Issuance.

*****FOR OFFICE USE ONLY*****

Transient Permits Only:

Location Approved by Planning Department: _____

Authorized by: _____