

(continued from first page)

The undersigned understands that peddling is not permitted in City Parks including the water area of the parks, and acknowledges that he/she has received a copy of the rules for peddling.

The fee is \$50.00 per day in Commercial areas and \$50.00 per month in Residential areas. (Cash or money orders only) (\$50.00 per week in Commercial areas September 15 to May 15)

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Date: _____

Signature of Applicant

Approved and Fee paid \$ _____

If Residential:

Debbra A. Curtiss, City Clerk

Date

Michael Warren, Police Chief

Date

****If at a fixed location, forward a copy of application to Capt. Marco Marcantoni, Fire Marshal**

City of Traverse City
Office of the City Clerk
400 Boardman Avenue, Traverse City, MI 49684
231.922.4480 (Office), 231.922.4485 (Fax)
www.ci.traverse-city.mi.us
tcclerk@ci.traverse-city.mi.us

CHECKLIST FOR PEDDLER'S LICENSE

THE FOLLOWING IS NEEDED BEFORE A PEDDLER'S LICENSE WILL BE ISSUED

- _____ 1. Location to be used (See Guidelines for Peddlers). If at a fixed location, peddler must obtain written permission from the commercial private property owner (Sample attached). If location is not in C-4 (Central Business District), you must have a site plan approved by the by the Zoning Administrator. If using a sign, must obtain a sign permit from City Planning and Zoning Administrator. If in the Residential area, there is a 72- hour processing period.
- _____ 2. A copy of your Michigan Sales Tax License. If you do not have one, you must first go to the Michigan Department of Treasury, 701 S. Elmwood, between 8am and 12pm, Monday through Friday, (231) 922-5230.
- _____ 3. A copy of your Health Department Permit if you are selling food products for immediate consumption that were NOT packaged by the manufacturer. Grand Traverse Health Dept., 2650 LaFranier Road, between 8am and 5pm, Monday through Friday, (231) 995-6051. Or if fresh meats, frozen foods, etc. contact the Department of Agriculture, at (231) 922-5210.
- _____ 4. A passport size photo (2" X 2") of front facial view. (Must be an original color photo, no photocopies.)
- _____ 5. A fee of \$50.00 per day Commercial area/ \$50.00 per month Residential area -per applicant. (\$50.00 per week in Commercial areas September 15 to May 15)
- _____ 6. Once you have completed steps 1 - 5, bring in the completed application and attachments to obtain your peddler's license to the City Clerk's office, 400 Boardman Avenue, between 8am and 5pm, Monday through Friday, (231) 922-4480; closed Memorial Day, 4th of July and Labor Day.

If you are planning to pick up a license for anyone working with you, you must supply all information as required by this Checklist for each person.

Refunds shall be approved for process upon request of licensee for any whole days or whole months remaining of licensed period. No partial day or partial month refunds shall be approved. Fees may only be refunded if the permit is canceled **in person** with the City Clerk's Office at least the day before cancellation is sought. Refunds shall be paid by check and will take approximately two (2) weeks to process.

GUIDELINES FOR PEDDLERS

Proof of License. When this office receives a completed application, with all attachments required, this office will then issue a City of Traverse City License and Identification Badge. The Identification Badge shall be in position at all times while selling merchandise. This badge alone serves as proof of License.

Peddling of any kind is **not permitted** in City Parks including the water area of the Park. Peddling is not allowed in or on the water adjacent to public beaches. This is considered part of the parks to be used for recreational purposes.

No Peddler shall conduct any peddling during a City Commission-authorized event, such as Friday Night Live, Art Fairs or the National Cherry Festival, unless authorization is obtained from the agency sponsoring such City Commission-authorized event. For National Cherry Festival parades, children are allowed to peddle on sidewalks only; no permit is required.

A Michigan Sales Tax License is required for all peddlers, exceptions permitted only by the Michigan Department of Treasury.

Michigan Health Department approval is required for any sale of food or beverages for immediate consumption that are NOT packaged by the manufacturer. The Department of Agriculture approval is required for any sale of fresh meat or frozen foods not intended for immediate consumption.

Duties:

1. Peddlers must:

- A. Immediately and peacefully depart from premises when requested.
- B. Identify him/herself and the name of the organization they represent.
- C. Reveal all information contained on the application.

2. Peddlers must not:

- A. Peddle upon a premise in defiance of a posted notice stating "No Solicitors or Peddlers", "No Peddlers" or "No Solicitors."
- B. Approach drivers of motor vehicles.
- C. Approach customers in stores without store manager permission.
- D. Touch people physically while making sales.

Residential Area:

1. No Peddling prior to 9:00 am or after 9:00 pm or sunset whichever is earlier on any weekday or Saturday; or at any time on a Sunday, New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day.
2. No Peddling license shall be issued until a processing period of seventy-two hours has elapsed for proper investigation by the Traverse City Police Chief.

Walking Peddlers:

1. Must carry goods upon his/her person. No pushcarts or wagons are allowed in commercial areas.

GUIDELINES FOR PEDDLERS (cont.)

2. Are permitted on City sidewalks except in City parks and beaches. Shall keep moving - stopping only to make sales - shall not draw crowds.
3. EACH peddler shall complete an application and pay the fee.
4. Shall have the identification badge displayed in the front torso area.

Peddlers working from Stands:

1. Shall receive written permission from a commercial property owner to use his/her premises. This cannot be done on any City property which includes City sidewalks and streets. Stands cannot be set up in residential areas. Stands situated on corners must be set back far enough to meet "Clear Vision Area" requirements. A site plan must be approved by the Zoning Administrator and attached if not in C-4 (Central Business District).
2. The owner is required to fill out one (1) application per stand and pay fee per stand.
3. The badge shall be displayed on a conspicuous place on the exterior front of the stand visible by customers. (Individuals working at the stand need not have an identification badge.)
4. The owner shall have a sign permit issued by the City Planning and Zoning Administrator if a sign is used to advertise merchandise offered for sale from a fixed location.

Pushcarts, Pedal Carts or Motor Vehicles:

Pushcarts are allowed on residential sidewalks only. Pedal carts are allowed on residential sidewalks only and on all City streets in accordance with the Michigan Vehicle Code.

Motor Vehicle Peddlers are permitted on all City streets. Shall keep moving - stopping at the curb only to make sales - shall not draw crowds – customers must not be in the roadway - must not obstruct other traffic. Motor vehicles as defined by the Michigan Vehicle Code means any licensed motor vehicle such as a truck, car, motorcycle, moped.

Any peddler using a motor vehicle or pedal cart in a street, when stopped, shall place the vehicle parallel to and within twelve inches of the curb and shall depart from such place as soon as the sale has been completed.

PERMISSION SLIP
FOR USE OF COMMERCIAL PRIVATE PROPERTY

Peddler's Name: _____

The following is to be completed by a commercial private property owner (C3 & C4 districts only).

I, _____ hereby certify that the above-named person has contacted
(Property Owner - Print Name)

Me; and I hereby give my permission to use my property located at
_____,
(Address of Property)

more commonly known as _____ for the
(Name of business if applicable)

period of time from _____ to _____.

(Date)

(Signature of Property Owner)