

**TOWNSHIP CLERK
CHARTER TOWNSHIP OF COMMERCE
2009 TOWNSHIP DRIVE
COMMERCE TOWNSHIP, MI 48390**

PERMIT APPLICATION FOR TRANSIENT MERCHANTS

Applicant's Name: _____

Address: _____

Phone: _____

Date of Birth: _____

You must list the following information for each location you seek to have a sale:

Manager(s) and/or
Supervisor(s) name: _____

Manager(s) and/or
Supervisor(s)
Permanent Address: _____

Manager(s) and/or
Supervisor(s) Local
Address: _____

Capacity of
Applicant (i.e.
proprietor, agent, etc.) _____

Person or Company
for which sale will
be held: _____

Do you, your supervisor(s) or your manager(s) have any pending criminal *charge(s)* within the last 24 months?

If yes, describe the charge and identify the charging agency: _____

Proposed Sale(s) – If more than one location, list the following information for each:

Address: _____

Tax Parcel Id. No. _____
Date(s): _____
Day(s): _____
Hours: _____

Provide the locations of any retail sales in which your business entity took part in the last 12 months, whether or not as a transient merchant, the duration of such sale and your roll in such sale:

Provide and attach hereto a statement describing all of the following: the nature, character and quality of the goods, services, wares and merchandise to be sold or offered for sale; the invoice value and quantity of such goods, services, wares and merchandise; whether the same are proposed to be served from stock in possession or by sample, at auction, by direct sale or by taking orders for future delivery; where the goods, services, wares and merchandise proposed to be sold are manufactured or produced; and where such goods, wares, merchandise and products are located at the time this application is filed.

Please provide a brief description of the nature and character of the advertising done, or proposed to be done, in order to attract customers:

Set forth each criminal offense, except misdemeanor traffic offenses, of which you, the supervisor and the manager have been *convicted*, including the location and date(s) thereof, the nature of the offense(s), the arresting agency(ies) and, other than fines and costs, the punishment(s) assessed therefor.

Provide the location and description of any building or structure you intend to use for the operation of the transient merchant business; the number of consecutive days you will remain at the fixed location conducting transient merchant sales; the name, telephone number and current street and mailing address of all persons owning the property at which you intend to conduct your transient merchant business.

Provide the following information for each person to be engaged in sales at each location:

Name: _____

Address: _____

Phone: _____

Age: _____

Name: _____

Address: _____

Phone: _____

Age: _____

Name: _____

Address: _____

Phone: _____

Age: _____

Name: _____

Address: _____

Phone: _____

Age: _____

**CHARTER TOWNSHIP OF COMMERCE
TRANSIENT MERCHANT PERMIT CHECKLIST**
(last revision: November 4, 2009)

Date

Transient Merchant Permit Application *(received by Clerk's Office)*

Review valid Michigan Sales Tax License for Applicant's business

Review Fee Paid *(at time of application to Township)*

Permit Fee Paid *(at time of application to Township)*

Evidence of property interest and/or permission to use property from owner for each location.

Detailed scale drawing of the site *(forward to Planning Department for review and approval)*

Planning Department Approval

Treasurer certification of no delinquent taxes or fees

Designation of Clerk for service of process

Fee Exemption Letter if applicable

Township must maintain a copy of Application, Application attachments, Permit and, where applicable, renewal permit issued.