

**CITY OF NEWAYGO**  
**Application For Transient Merchant License**

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_ Fee:     \$200.00    

<p><b>1. <u>Applicant information</u></b> (if not individual, list business)</p> <p>Name: _____</p> <p>Address: _____ _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Name(s) of individuals operating at the location: _____ _____</p>	<p><b><u>Owner Information:</u></b> ( if different from applicant )</p> <p>Name: _____</p> <p>Address: _____ _____</p> <p>Phone: _____</p> <p>Email: _____</p>
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**2. Property Location** (Attach a site plan sketch of where business will be located on the property along with a written and signed lease or statement by property owner giving the applicant permission to use the property)

Property Address: \_\_\_\_\_

Length of time business will be conducted (dates): \_\_\_\_\_

Times of operation each day: \_\_\_\_\_

Nature, character and quality of goods, merchandise or services to be sold: \_\_\_\_\_

Nature and kind of business the applicant is operating: \_\_\_\_\_

List of all assumed, trade or firm names under which the applicant intends to do business: \_\_\_\_\_  
\_\_\_\_\_

**3. Signage** (Signs can not exceed a total of 45 square feet of surface area, including any signs on vehicles)

Number of temporary signs: \_\_\_\_\_  Single  Double-sided

Location of signs (Attach sketch of location of signs to property): \_\_\_\_\_  
\_\_\_\_\_

4. State Sales Tax License (Applicant must provide a copy of the business's state sales tax license)
5. Convictions: Has the applicant, or the person conducting or managing the business, been convicted of a crime, misdemeanor or the violation of any municipal ordinance?  Yes  No

If Yes, list the charge(s) and nature of conviction: \_\_\_\_\_

6. Proof of Insurance (Applicant must provide a copy of Insurance for the Event.)

No license shall be granted to any applicant until the applicant has compiled all of the provisions pertaining to the business listed above and all fees have been paid.

A licensee shall carry the license issued (this signed form) at all times when engaged in the operation, conduct or maintenance of any business for which the license was granted.

No license issued under this provision is transferable.

7. I/we \_\_\_\_\_ do hereby swear that the above information is true and correct to the best of my/our knowledge. False information on the above application may result in the rejection of the application or revocation of the transient merchant permit.

Applicants: \_\_\_\_\_  
Signature Signature

Date: \_\_\_\_\_

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**To be completed by the City of Newaygo Office**

A transient merchant permit for the above application is hereby:

( ) Approved ( ) Denied License Expires: \_\_\_\_\_

Restrictions/reasons for action: \_\_\_\_\_

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_