



CITY OF BRIDGES...RIVER OF OPPORTUNITY

PEDDLER/TRANSIENT MERCHANT APPLICATION

Applicant \_\_\_\_\_

Permanent Address \_\_\_\_\_

Street City State Zip

Date of Birth \_\_\_\_\_

Date(s) when license is desired \_\_\_\_\_

Address while staying in this area \_\_\_\_\_

Name, address, phone number of firm, corporation, partnership or association for whom applicant is conducting business for: \_\_\_\_\_

If applicant is a corporation, state whether an Iowa Corporation \_\_\_\_\_ or a foreign corporation \_\_\_\_\_. If foreign corporation, is corporation authorized to do business in Iowa? Yes \_\_\_\_\_ No \_\_\_\_\_

Iowa Sales Tax Number \_\_\_\_\_ Iowa Food Est. License No. \_\_\_\_\_, if applicable.

Location where business will be conducted while in Ottumwa \_\_\_\_\_

and/or manner in which business will be conducted: \_\_\_\_\_

Provide the following information for all vehicles being used in connection with said business:

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

Type of products, merchandise, etc and prices of each being sold: \_\_\_\_\_

Name, address, & phone number of immediate supervisor: \_\_\_\_\_

Name or recent previous community in which licensed or operated: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant

Please complete a Record Check Request Form and Billing Form, and send it into the Iowa Division of Criminal Investigation. When you receive the Record Check results from the IDCI, you must send a copy to the City Clerk's Office before a license can be issued.

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OFFICE USE ONLY

Upon completion of applicant's background investigation, chief of police or designee recommends:

approval \_\_\_\_\_ / disapproval \_\_\_\_\_ of license issuance. If disapproved, give reasons:

\_\_\_\_\_

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

Public property permit acquired from City Administrator on \_\_\_\_\_, if applicable.

License fee paid: \$10.00 per day \_\_\_\_\_ \$25.00 per week \_\_\_\_\_ \$50.00 per month \_\_\_\_\_ \$300.00 per year \_\_\_\_\_

Total amount received: \_\_\_\_\_ License No. \_\_\_\_\_ Expiration: \_\_\_\_\_

**Ottumwa Municipal Code Chapter Chapter 22, Article V. Peddlers/Transient Merchants**  
**Following is a summary of rules and regulations from Chapter 22, Article V.**

1. Each and every person to engage in business within the City shall first obtain a license from the City Clerk and submit a completed DCI Background Check from the Iowa Division of Criminal Investigation.
2. A group license may be obtained by a sponsoring entity or organizer for peddlers/transient merchants for an organized celebration, promotion, festival, activity or event for a period no longer than 7 days at a specific location.
  - a. The sponsoring entity shall provide the clerk with the name, permanent residence, social security number, trade name, if any, and Iowa Sales Tax Permit Number of each peddler/transient merchant present, before the event, or within 10 days following the event.
3. All peddlers/transient merchants must secure a permit prior to conducting any business upon any sidewalk, street, alley or other public property owned by the City of any of its administrative agencies.
4. The issued license shall, at all times while doing business in this City, be displayed.
5. No person shall engage in the business of peddler/transient merchant between the time of sunset and sunrise.
6. All food products to be sold or offered for sale may be inspected and examined by the City Administrator or designee and persons may be required to produce satisfactory evidence that they are bona fide producers, raisers, or growers of the products or are their employees.
7. The City Council may revoke any license issued for the following reasons:
  - a. Misrepresentation on the license application or in conduct of business
  - b. Violation of federal, state or local law
  - c. Business conducted in manner that is a danger to public welfare, safety, order or morals

\*\*For the complete City Code Section pertaining to Peddler/Transient Merchants visit the City of Ottumwa website at [www.cityofottumwa.org](http://www.cityofottumwa.org).