



Date Submitted: _____

Amount Paid: _____

INITIAL MERCHANTS / BUSINESS LICENSE APPLICATION

Application Fee: \$100

Transfer Fee: \$100

Merchant – Any person who engages in or conducts a business of selling goods, wares, merchandise and services and who for the purpose of carrying on such business uses, leases or occupies either in whole or in part, a room, building, structure, or vacant property for the exhibition and sale of such goods, wares, merchandise and services.

Every merchant, before opening and/or operating an establishment in the city or before advertising or exposing his goods, wares, merchandise or services for sale, shall procure from the city clerk an initial merchants license.

Date of Application: _____

Name of Business: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Type of Business: _____

*Business (name & address) previously at this address: _____

Name of Applicant / Owner: _____

Address: _____

Type of Business: _____

Email: _____

If applicable: In the past 18 months, I have been engaged in business at:

Name of Business: _____

Address: _____

Type of Business: _____

Length of time at this location: _____ Date discontinued: _____

Name of Applicant: _____

If transfer of ownership:

Name of Business: _____

Name of Previous Owner: _____

Phone: _____ Date of Transfer: _____

Email: _____

I hereby certify that the foregoing statements are true and accurate to the best of my knowledge and belief and that I have read the city's initial merchants license ordinance and agree to abide by its terms.

Signature of Applicant: _____ Date: _____

FOR CITY USE ONLY

Approval by City Clerk: _____ **Date:** _____