



CITY OF EAGLE

660 East Civic Lane
 Eagle, Idaho 83616
 (208) 939-6813

VENDORS, PEDDLERS, SOLICITORS & TEMPORARY MERCHANTS APPLICATION

THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.

Applicant:

Date of Complete Application Received:

Licensed Issued or Denied Date:

Application Requirements	Applicant ✓	Staff ✓
Completed Vendors, Peddlers, Solicitors and Temporary Merchant Application		
Copy of valid driver's license or government issued identification card		
Application fee - \$137.00 (Includes \$37.00 ISP Fee)		
Fingerprints taken by Idaho State Police - City Clerk staff will provide applicant with fingerprint card to take to ISP upon completion of above requirements		
Surety bond, or a cashier's check in the amount of \$1000.00 per employee or a maximum of \$5000.00		
Proof of Central District Health approval/permit (if applicable)		
Vendors and temporary merchants shall submit a site plan that includes the site design and the design of any signage proposed for the site. Signage shall conform to the requirements of section 3-4-11(F)		
Vendors and temporary merchants must submit renderings or photographs of the proposed mobile or non-mobile concession stand		
An affidavit or written permission shall be obtained from the land owner/property tenant for Mobile Vendors or Organizers seeking to utilize private property, including but not limited to parking lots, landscaped areas, plazas, or open space		
Businesses with more than two employees shall be required to set an appointment with the City of Eagle Clerk's Office for submittal of applications		



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APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Applicant Address: _____

Driver's License Number: _____ State: _____

Employer Name: _____ Phone: _____

Employer E-Mail Address _____

Employer Mailing Address: _____

Employer Phone Number: _____

Employer Tax Identification Number: _____

Have you been convicted of a violation of any federal, state or municipal law? If so, state the nature of the offense, date, penalty, and in what State the offense occurred:

Has a permit or license issued to the applicant been revoked in the last 5 years? If so, state the reason for revocation and when the event occurred: _____

DESCRIPTION OF OPERATIONS

Goods and services to be sold, traded, given away, offered, displayed, and/or delivered: _____

Dates and hours of operation: _____

Location of operation: _____

Describe the proposed method of operation. If a motor vehicle is to be used, please provide the license plate state and number, make, model, and color:



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Select the Property Zoning: (non-mobile vendors only)

- Commercial
- Residential

Written Planning & Zoning Department authorization required prior to issuance of permit. If the proposed location is not owned by the applicant, written permission from the owner must be submitted with this application.

Indicate the type of vendor activity you are proposing:

- Mobile Food Concession
- Non-Mobile Food Concessions
- Special Event
- Solicitor (door to door sales)
- Vendor Cart
- Vendor Stand
- Other _____

BOND REQUIREMENT

Every applicant applying his trade as an individual, shall file with the City Clerk a surety bond, cashier's check or a letter of credit from a bank in the amount of one thousand dollars (\$1,000.00) running to the City. (Eagle City Code 3-4-9A)

- Every business, firm, company or corporation, employees or agents acting in the capacity of vendor, solicitor, canvasser, or temporary merchant, shall file with the City Clerk a surety bond covering all such employees or agents and running to the City, or a cashier's check in the amount of one thousand dollars (\$1,000.00) per employee, to a maximum of five thousand dollars (\$5,000.00). The surety bond must be issued by an agent upon which service of process may be made in the State of Idaho. (Eagle City Code 3-4-9B)
- After expiration of a license, the City Clerk shall, upon application of the licensee, return the bond or cashier's check sixty (60) days after receipt of application for return, unless the Clerk has been notified of the pendency of any claim or cause of action by any person upon the bond or cashier's check. (Eagle City Code 3-4-9D)

FEES

License Fee and Investigation Fee: \$137.00 (Includes \$37.00 ISP Fee)

ISP will charge an additional \$10.00 to process fingerprints onsite.

*Upon receipt of the findings, but no later than thirty (30) days from the date of submission of the completed application, the City Clerk shall either issue the permit or deny the application. Permits shall be valid for one year.

Signature of Applicant _____ Date: _____

STAFF USE ONLY	
Receipt # _____	Total Fees: _____
Date Forwarded to Eagle Police: _____	Issue Date: _____
Date Forwarded to P&Z: _____	