



<b>R#</b> _____ _____ / _____ / _____ <div style="text-align: right; padding-right: 20px;">\$ _____</div>
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**PEDDLER, SOLICITOR, MOBILE FOOD VENDOR OR  
TRANSIENT MERCHANT LICENSE APPLICATION**

**City of Burlington  
400 Washington Street  
Burlington, IA 52601**

**Katie Music, CMC - City Clerk** **(319) 753-8124**

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Type of license:  Peddler    Solicitor    Mobile Food Vendor    Transient Merchant

Fees:    Day \$20.00       Week \$50.00       Month \$100.00       Year \$250.00

Effective Date: \_\_\_\_\_ to \_\_\_\_\_

Location of Sale (one location per license): \_\_\_\_\_

**(Attach drawing of location. Drawing will show distance to property lines, and public and private right-of-ways. Any business conducted in public right-of-way must also have an approved encroachment permit.)**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
address city state zip

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
address city state zip

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant's Drivers License No. & State of Issue: \_\_\_\_\_

Name and address of corporation: \_\_\_\_\_

Are you authorized as a corporation to do business in Iowa? \_\_\_\_\_

Wares, goods or merchandise to be sold or offered for sale: \_\_\_\_\_

**Attach a \$1,000, 12-month surety bond & Iowa sales tax permit for said business.**

Corporation/Sole Proprietor/Partnership/Stockholder Information		
List all		
Name / Title	Address	% of Shares

Vehicle Information		
Complete for each vehicle to be used while engaging in peddling or soliciting.		
Year	Make	License No.

Arrest Information - References
<p>If not a Burlington resident, attach a letter from the Chief of Police or Sheriff where your permanent address is located. If not a USA resident, attach VISA paperwork.</p> <p>List any arrests for consumer fraud or theft &amp; the location.</p>

*By my signature, I hereby certify that the above information is true and complete to the best of my knowledge and belief:*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Eric Tysland, Development & Parks Director**

Encroachment agreement needed?  Yes  No

Comments:

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

**Adam Schaefer, Police Chief**

Comments:

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

**Robert Berndt, Fire Marshal**

Comments:

**BURLINGTON IOWA POLICE DEPARTMENT**

Vendor Background Check Waiver

TO: Chief of Police

FROM: \_\_\_\_\_  
Name of Business/Organization Street Address City, State ZIP

Vendor permit requires the criminal background and qualifications of owner/operator:

Name: \_\_\_\_\_  
First Middle Maiden Last

Address: \_\_\_\_\_  
Street City State ZIP

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
month/day/year XXX-XX-XXXX

It is requested that you furnish us with any information in your files/database regarding this person.  
Your reply will be held in strict confidence.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

**GENERAL WAIVER**

I have made application for a vendor permit with the City of Burlington and I hereby authorize their officers, employees or their agents to investigate and compile a complete history of my local criminal history as it lends to my ability and personal character. I hereby request the Burlington Police Department to submit any and all information concerning me to the City Clerk of Burlington Iowa. I hereby release the Burlington Police Department from all liability for damages whatsoever for furnishing any information concerning me to the above organization. I further waive any right to personally review the above records.

\_\_\_\_\_  
Date Signature of Owner/Operator Witness

The records of the Burlington Police Department contains the following information pertaining to a person with the same name as the above applicant.

\_\_\_\_\_  
\_\_\_\_\_  
Positive identification is not possible without fingerprint comparisons.

\_\_\_\_\_  
Signature of Records Clerk Date

## WHAT IS NEEDED FOR...

- SOLICITOR LICENSE** (Door to Door Sales)
- PEDDLER LICENSE** (Set up in a parking lot or Right-of-Way) Includes Fireworks
- MOBILE FOOD VENDOR LICENSE** (March 1 - February 28 - 1<sup>st</sup> year prorated only)
- TRANSIENT MERCHANT LICENSE** (Sell inside of a building)  
(One Location Per License)

- \$1,000.00 twelve (12) month surety bond (Solicitors need one per person selling).
- Iowa Sales Tax Permit.
- Drawing of location where selling will take place. (Peddler, Mobile Food Vendor & Fireworks).
- If not a Burlington resident, attach a letter from the Chief of Police or Sheriff where your permanent address is located, listing any arrest for consumer fraud or theft and the location.  
If not a USA resident, attach VISA paperwork.
- Contact the Lee County Health Department - 319.372.5225 re: food/beverage  
Attach a copy of the permit.
- Application approved by Development & Parks Director [tyslände@burlingtoniowa.org](mailto:tyslände@burlingtoniowa.org)
- Application approved by Burlington Police Chief. (background check has 5 day waiting period)
- Attach a copy of Iowa Retail Consumer Fireworks License (Fireworks Only)
- Application approved by Fire Marshal (Mobile Food Vendors & Fireworks Only)  
(Fireworks Sales Only Allowed June 13 - July 8 & December 15 - January 2 for Temporary Structures)
- Inspection with Fire Marshal (Mobile Food Vendors & Fireworks Only) [berndtr@burlingtoniowa.org](mailto:berndtr@burlingtoniowa.org)
- Fees -

<u>Solicitor</u>	<u>Peddler, Mobile Food Vendor &amp; Transient Merchant</u>
\$20.00 per day, per person	\$20.00 per day
\$50.00 per week, per person	\$50.00 per week
\$100.00 per month, per person	\$100.00 per month
\$250.00 per year, per person	\$250.00 per year

### Mobile Food Vendors (1<sup>st</sup> Year Prorated) (Yearly License)

March - May - \$250.00

June - August - \$187.50

September - November - \$125.00

December - February - \$62.50

If you have any questions, please call (319) 753-8124