



Business License Application
City of Cedar Falls, Iowa

MOBILE MERCHANT

Includes Vendors, Peddlers, Solicitors, Transient Merchants and Seasonal Businesses

\$50.00 per Month for \_\_\_ Months \$500.00 One Year (Expires December 31st)

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

Business Mailing Address: \_\_\_\_\_
Street City State Zip Code

Applicant Name: \_\_\_\_\_ (photo ID required)

Applicant Address: \_\_\_\_\_
Street City State Zip Code

Email Address: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_

Dates of Operation: \_\_\_\_\_ (Annual Licenses expire on December 31st)

Description of the business and goods or services to be sold: (Food sales require submission of Food Service License from the County) \_\_\_\_\_

Specific location, address, route or area in which the business is to be operated: \_\_\_\_\_

(Site plan required - location subject to applicable zoning, planning, building and public safety regulations.)

Private Property? [ ] Yes [ ] No (requires written permission from property owner)

Public Property? [ ] Yes [ ] No (requires city council approval)

Have you filed a Surety Bond with the Iowa Secretary of State? [ ] Yes [ ] No [ ] N/A
(Please call the Iowa Secretary of State's Office at 515-281-5204 to verify any Surety Bond requirements.)

Iowa Sales Tax # \_\_\_\_\_ (Submit copy) or Exemption # \_\_\_\_\_

If operating from a vehicle: \_\_\_\_\_
Make Model Year State of Registration License Plate #

Plans for disposal of liquid & solid refuse, waste, garbage, trash & other material: \_\_\_\_\_

## Items needed to complete the application process:

- Completed Business License Application.
- The full name, permanent address and phone number of the applicant, along with at least one form of identification that includes a photograph of the applicant.
- If operating a motor vehicle as part of the mobile merchant business, proof of a current operator's license.
- A detailed description of the goods or services to be sold. (Include on Application)
- The business name and address as well as the addresses of all locations where the mobile merchant business is proposed to be operated. (Include on Application)
- A detailed diagram and/or photograph of the mobile stand, cart, motor vehicle or other temporary structure to be used for the mobile merchant business, as well as any signage to be used which signs shall comply with Chapter 3 of the Code of Ordinances.
- A detailed site plan diagram if proposed in a stationary location which shall include provisions for patron parking.
- Written permission for use of the property from the owner if operating on private property or approval by the city council if operating on public property.
- Proof of valid food service license(s) from the state and/or county health departments if selling/handling food and/or beverages for human consumption.
- Copy of Iowa Sales Tax Permit.
- Copy of Certificate of Liability Insurance:
  - \$1,000,000 combined single limit with City of Cedar Falls and its employees named as additional insureds against any liabilities that may arise in connection with the operation of the licensees.
- If operating from a vehicle, the make, model, year, state of registration and license number of the vehicle. (Include on Application)
- Plans for disposal of liquid and solid refuse, waste, garbage, trash and other material used in connection with the mobile merchant business. (Include on Application)
- Once approved, pay fee:
  - \$ 50.00 per month
  - \$ 500.00 for the year (Expires December 31st)

## Exemptions

Persons and organizations engaged in the following described activities are exempt from the requirement to obtain a mobile merchant license:

- The temporary sale of food, beverages, goods, wares or other merchandise by a permanent merchant on private property adjacent to the merchant's permanent place of business.
- The sale at wholesale to merchants for the purpose of resale.
- The sale or distribution of newspapers or similar tabloids.
- The sale of tangible personal property or services to business enterprises only.
- The sale of works of art or craft created by a permanent resident of the city or by a member of such permanent resident's immediate family if such sale is made at such permanent residence in the city.
- The sale of real estate or insurance by agents or brokers licensed by the state.
- The sale or delivery of goods or services through a permanent business located in the city, or sold to regular customers on established routes.
- The sale or distribution of fresh fruits or vegetables.
- The sale of food, beverages, goods, wares or other merchandise within an established farmers market or special event.
- The sale of tangible property at a garage, basement, or yard sale held at one of the seller's premises, but not more than two such sales events within any 12-month period.
- Solicitations and sales by charitable and nonprofit organizations defined and authorized by Iowa Code ch. 504 or 504A, or are authorized and organized under statutes or regulations of the U.S. Government, or approved by the Internal Revenue Service; all public and private schools and colleges; and nonprofit clubs and lodges that are not ordinarily conducted as a business that do not meet the requirements of Iowa Code ch. 504 or 504A.
- Auctions conducted by auctioneers licensed by the state.
- The sale of merchandise or services through an event sponsored by the U.S. Government, state government, or any governmental subdivision or at any event conducted on real estate owned or leased by such governmental unit.
- The sale of merchandise within a shopping center.
- Any and all activities specifically authorized in a valid contract with the city.
- The sale of consumer fireworks and novelties. \*Fireworks vendors will still need site plan approval by Planning & Community Services and an inspection by Fire Division.
- The city council may by resolution grant exceptions to the license requirements of this division for just cause.