

City of St. Clair

Application for Peddlers, Solicitors, Vendors License

Name of Organization or Company

Address of Company Phone

Cell Phone

Name of Applicant Phone

Address of Applicant Date of Birth

Drivers Lic #/State

Vehicle Description, if applicable Lic Plate #/State

Dates and Time of Activity/Sales

Location Is electricity needed? No Yes, permit required

Description of Activity/Sales

Type of Activity Special Event Fundraiser Door to Door Sales Door to Door Orders

Length of Permit Day Week Month Annual

Previous locations of activities (last three years)

Have you or any person conducting this activity been convicted of any felony, misdemeanor or violation of municipal ordinance?

No Yes Nature of Offense

Jurisdiction of Conviction Penalty Assessed

Note: Permits must be displayed ▪ Permits are subject to revocation for cause ▪ If food or beverages are sold, Health Department approval must be furnished ▪ General Liability Insurance Certificate must be furnished, naming the City of St. Clair as additional insured ▪ No vehicles are permitted in Palmer Park ▪ All permit conditions are subject to approval by the Chief of Police ▪ No sales on streets or boardwalk.

Signature of Applicant Date

DO NOT WRITE BELOW THIS LINE

Fee Paid Date Paid Receipt #

Permit # Date Issued Date Expires

Chief of Police Approval City Clerk Approval

Return completed application, fee and all attachments to: City Clerk, 547 N. Carney Drive, St. Clair MI 48079

For questions regarding vendor permits call 810-329-7121

CITY OF ST CLAIR, MICHIGAN
Requirements For Issuance Of Peddlers,
Solicitors, Vendors, Or Transient Merchants Permit

1. Prior to an application being reviewed, approval must be obtained from event sponsor.
2. A permit application must be completed and returned to the City Clerk not later than **5 working days prior to the beginning of the event.** The Chief of Police has the right to accept or reject any applications received after that date.
3. Complete application in full. **The application review process cannot begin until all materials have been submitted.**
4. Submit the required fee with your application. Current charges are:

St. Clair Based Business

| | |
|-------------------------------|-----------|
| One day event | \$ 25.00 |
| Weekend event (Fri, Sat, Sun) | \$ 50.00 |
| Monthly Permit | \$ 75.00 |
| Annual Permit | \$ 150.00 |

Non - St. Clair Based Business

| | |
|-------------------------------|-----------|
| One day event | \$ 35.00 |
| Weekend event (Fri, Sat, Sun) | \$ 75.00 |
| Monthly Permit | \$ 100.00 |
| Annual permit | \$ 250.00 |

Submit the amount of the permit fee only. Any other payments should be made to the event sponsor.

These fees are subject to change from time to time by Resolution of the City Council. Checks should be made payable to the City of St Clair.

5. Provide a certificate of liability insurance naming the City as an additional insured. Minimum amounts of coverage are \$1,000,000 per occurrence and \$2,000,000 aggregate
6. If the permit involves food or beverage sales, St Clair County Health Department approval must be obtained. City of St. Clair vendor permits are void without Health Department approval.
7. Street, road, highway, public right-of-way, park and boardwalk sales are prohibited. The Chief of Police has the authority to designate the locations of the sales activity. According to the Michigan Uniform Traffic Code (CI R 28.1713): (1) persons shall not stand in a roadway for the purpose of soliciting a ride, employment or business from the occupant of any vehicle; and (2) a person who violates this section is guilty of a civil infraction.
8. Sales on private property may be subject to review and approval of the Planning Commission.
9. If sales are to be made from a vehicle, the Police Department reserves the right to inspect the vehicle for safety. The Police Department also reserves the right to inspect articles for sale to determine that they do not present a danger to the health, safety or general welfare of the public
10. Sales hours are 9:00 am to 9:00 pm unless other hours are set by City Council.

11. If a permit is approved by the Chief of Police and City Clerk, the applicant will be issued a vendor identification card by the Police Department **which must be worn at all times** and is non-transferable. Failure to wear a vendors identification card during sales may be cause for revocation of the permit. A photo identification card will be provided for annual vendor sales and door-to-door solicitation permits. Arrangements for obtaining photo identification cards can be made by contacting the Police Department (810-329-5710) during regular business hours.
12. The Police Department has the right to revoke any permit for improper conduct, improper sales, failure to obtain required City or other governmental agency approvals, or failure to submit valid proof of insurance.
13. St Clair based nonprofit organizations are exempt from the licensing and fee provisions described herein. Other nonprofit organizations are required to obtain a permit but are exempt from the fees provided. All other rules and regulations apply.
14. Return completed application to: City of St. Clair, 547 N. Carney Drive, St. Clair, Michigan 48079.

Attachment A

City of St. Clair
Application for Peddlers, Solicitors, Vendors, Or Transient Merchants Permit

1. Full names and drivers license number or state issued i.d. number of all people who will be working for you during this event:

Name

Driver's License or I.D. Number

2. Email address where you can be reached (to eliminate any delay in processing your application)

STOP

Have you included all necessary items?

1. Application
2. Applicable Fee (see #4 of Instructions)
3. Certificate of Insurance (see #5 of Instructions)
4. Attachment A