

## **PERMIT AND LICENSE INSTRUCTIONS / REQUIREMENTS**

### **I. Peddler Permits**

#### **A. Door-to-Door Sales**

1. Documentation Requirements
  - a. Completed application with required signatures.
  - b. Proof of liability insurance.
2. Cost / Terms
  - a. \$25 for initial permit; \$10 for each subsequent renewal (limit 3 renewals per year) – after final renewal, a new application is required with 3 additional renewals allowed.
  - b. Each renewal term is 90 days.
  - c. Ordinance reference: Ch. 14, Sec. 14-1 thru Sec. 14-18.

#### **B. Mobile Street Vendors**

1. Documentation Requirements
  - a. Completed application (use Peddler application) with required signatures.
  - b. Proof of liability insurance.
  - c. Ordinance Acknowledgement letter.
  - d. Mobile Street Vendor Inspection Sheet.
2. Cost / Terms
  - a. \$25 for initial permit; \$10 for each subsequent renewal (limit 3 renewals per year) – after final renewal, a new application is required with 3 additional renewals allowed. Each additional applicant's initial permit will be \$10; \$5 for each renewal thereafter (limit 3 renewals per year).
  - b. Each renewal term is 90 days.
  - c. Ordinance reference: Ch. 14, Sec. 14-1 thru Sec. 14-18.

### **II. Itinerant Vendors (parking lot vendors)**

#### **A. Documentation Required**

1. Completed application with required signatures.
2. Written permission from property owner.
3. Site plan.

#### **B. Cost / Terms**

1. \$25 for initial permit; \$25 for each subsequent renewal.
2. Permit valid for 10 days.
3. Ordinance reference: Ch. 14, Sec. 14-1 thru 14-18.

### **III. Portable Sign**

#### **A. Documentation Required**

1. No application is required.

#### **B. Cost / Terms**

1. \$28.50 for initial permit; \$28.50 for each subsequent renewal.
2. Sign may be up for 60 days and down for 30 days before renewing permit.
3. 15 feet setback from curb and must restrict view / flow of traffic.
4. Only one sign per address.
5. Ordinance reference: 15C, Article I, Sec. 15C-2 thru 15C-6.

## **PERMIT AND LICENSE INSTRUCTIONS / REQUIREMENTS (con't.)**

### **IV. Secondhand Goods Dealer**

- A. Documentation Required
  - 1. Completed application with required signatures.
  - 2. Surety Bond.
  - 3. Photo.
- B. Cost / Terms
  - 1. \$20 for initial license; \$20 for each subsequent renewal.
  - 2. License valid for one year.
  - 3. Ordinance reference: Ch. 13, Article II, Sec. 13-20 thru Sec. 13-32.

### **V. Pool Hall**

- A. Documentation Required
  - 1. Completed application with required signatures.
- B. Cost / Terms
  - 1. \$5 per table (or pro-rated until year-end) for initial license; \$5 per table for each subsequent renewal.
  - 2. Pool Hall license expires on December 31 each year.
  - 3. Ordinance reference: Ch. 9, Article II, Sec. 9-23 thru 9-37.

### **VI. Dance Hall**

- A. Documentation Required
  - 1. Completed application with required signatures.
- B. Cost / Terms
  - 1. \$20 (or pro-rated until year-end) for initial license; \$20 per year for each subsequent renewal.
  - 2. Dance Hall license expires on December 31 each year.
  - 3. Ordinance reference: Ch. 15A, Article II, Sec. 15A-16 thru 15A-24.5.

### **VII. Alcohol**

- A. Documentation Required
  - 1. Application obtained from TABC (follow TABC instructions).
  - 2. Check list from Building Inspection / Planning and Zoning.
- B. Cost / Terms
  - 1. Cost and Terms are dependant upon type of license(s) requested.
  - 2. Ordinance reference: Ch. 3, Sec. 3-1 thru 3-8.