

TEMPORARY VENDOR PERMIT APPLICATION

Location of sales: _____

Description of merchandise: _____

Vending Dates: _____

Zoning District: _____

Applicant Information:

Name of applicant: _____

Address of applicant: _____

Phone number of applicant: _____

Date of Birth of applicant: _____

Email of applicant: _____

Owner Information:

Name of property/business owner: _____

Address of property/business owner: _____

Phone number of property/business owner: _____

Must attach the following:

- A written statement from the property owner permitting the vendor to conduct business at the location including any contact, hire, rental, or lease agreement for use of the property.
- A valid form of identification such as a driver’s license or identification card.
- A copy of a valid sales tax certificate issued by the State of Texas.
- Site Plan

A SITE PLAN IS REQUIRED

YOUR SITE PLAN MUST INCLUDE THE FOLLOWING INFORMATION:

- The dimensions of the area to be used and its relationship to other structures or buildings on the property.
- The location of all structure(s) or facilities to be added, including but not limited to, tents, stands, and trailer.
- Location, distance from adjacent structures.
- Parking areas, routing of traffic.

 SIGNATURE

 DATE

FOR OFFICE USE ONLY	
APPLICATION FEE:	\$75.00
CASE NO: _____	
PERMIT NO: _____	

Temporary Outdoor Vendors

Temporary outdoor vendor permits shall only be granted for the sale of seasonal items such as Christmas trees, pumpkins, roses, or produce and only for the period of time related to the season.

Temporary outdoor vendors are only allowed in General Retail, Light and Heavy Commercial, and Light and Heavy Industrial Zoning Districts.

PROHIBITED ACTS:

- Vending, selling, distributing, or displaying for sale any food, household items, clothing, furniture, novelties, toys, boats, automobiles or any other manufactured items;
- Vending, selling, distributing, donating, offering for sale, or displaying for sale any animal whether or not for profit or charge;
- Vending, soliciting, selling, distributing, offering for sale or order, or in any manner displaying for sale any merchandise from public property or public rights-of-way within the city limits;
- Utilizing a camper vehicle, tent, travel trailer, motor home, bus, or any manner or type of shelter used as a dwelling or for purposes of sleeping, cooking, or living quarters, for the purposes of offering, or displaying merchandise for sale at any location permitted as a sales site under this chapter; and
- Allowing an outdoor stationary display to remain at a location, business, lot, or tract of land for more than 30 days.
- No person shall occupy public property or the public rights-of-way in the city for the purpose of vending, selling, distributing, offering for sale any merchandise or services, or for the purpose of charitable, political, or religious solicitation.
- No person shall conduct vending, soliciting, charitable, political, or religious solicitations, selling, distributing, offering for sale, ordering or in any manner displaying for sale any merchandise from a public street or public rights-of-way within the city limits.

Permits for **stationary displays** may only be issued for the season appropriate for the items for which the permit is granted. In no case shall more than one permit be granted to any applicant within any 12-month period, either as the individual applicant or as a business entity. Additionally, no more than three permits may be granted for any location, lot, or tract of land within any 12-month period. Permits for stationary displays shall not exceed 30 days per permit.

Permits for **mobile displays** shall not exceed 90 days per permit. Permits may only be issued for the season appropriate for the items for which the permit is granted. In no case shall more than two permits be granted to any applicant within any 12-month period, either as the individual applicant or as a business entity. No more than two permits may be granted for any location, lot, or tract of land within any 12-month period.

Temporary Signs are not allow unless they are vehicular signs. Please see the City of Longview Sign Ordinance for more information.