



Business License Application City of Clarksville, IA
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MOBILE MERCHANT

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

- \$25.00 per Month for ___ Months
- \$250.00 One Year (Expires December 31st)

Business Name: _____

Business Mailing Address: _____
Street City State Zip Code

Applicant Name: _____

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 operated: _____

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

Private Property? Yes No *(requires written permission from the 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 50.02 & 62.06 of the Code of Ordinances.
- A detailed site plan diagram if proposed in a stationary location which shall include provision 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)/inspection 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:
\$2,000,000.00 combined single limit and City of Clarksville and its employees named as additional insureds against any liabilities that may arise in connection with the operation of the licenses.
- 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:
 - \$25.00 per month
 - \$250.00 per year (Expires December 31st)