

Village of Bayside

Application – Peddlers, Canvassers, or Transient Merchant Permit

Chapter 35-120 Municipal Code

Instructions: Applicant must complete and return to the Village Clerk's Office prior to selling or solicitation along with a non-refundable application fee. The permit is valid until January 1st of the following year. A criminal background check will be conducted by the Village of Bayside. Each applicant completes the form in full. There is only one business fee at the time of application submittal.

Application Fee Business: \$150.00

Application Fee Individual: \$20.00

Total Amount Due: _____

Applicant Information

NAME (LAST NAME, FIRST NAME, FULL MIDDLE NAME)			
PERMANENT ADDRESS			
CITY	STATE	ZIP	TELEPHONE
DATE OF BIRTH	DRIVERS LICENSE /STATE ISSUED ID CARD NUMBER		STATE OF ISSUANCE
Will a vehicle be used by the applicant? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide the following			
VEHICLE YEAR MAKE MODEL	BODY STYLE AND COLOR	LICENSE PLATE NO/ STATE	
Have you been convicted of any crime, misdemeanor, or violation of municipal ordinance other than traffic?			
No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please describe date, location and offense:			
ADDRESS AND PHONE NUMBER WHERE YOU CAN BE REACHED 7 DAYS AFTER LEAVING THE VILLAGE OF BAYSIDE (if different from above)			
WI Dept of Workforce Development Permit Number		EMAIL ADDRESS	

Employer/Association/Corporation/Business Information

NAME OF EMPLOYER/BUSINESS		CONTACT NAME	
BUSINESS ADDRESS			
CITY	STATE	ZIP	TELEPHONE
BUSINESS TYPE <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP			

1. Describe the goods to be sold and/or services to be provided:

2. Are you selling food that was prepared onsite or at an unlicensed kitchen? No Yes
 If yes, please provide a copy of The Transient Retail Food license issued by the NS Health Department

3. What is the approximate length of time peddling/soliciting in the village?

4. Does your business utilize weighing or measuring devices? No Yes
 If yes, please provide a copy of the certificate issued by State of WI sealer of weights and measures

Subscribed and sworn to before me this _____ day of _____ Notary Public: _____ My commission expires: _____	I hereby swear and affirm that in making the application, I have truthfully answered all questions contained herein to the best of my knowledge and belief; that I am aware of the provisions of Chapter 35-120 in the municipal code and agree to abide by its conditions; and I am aware that any false statements on this application hereby voids the permit on the basis of facts herein contained, if issued. I understand and consent to release of information to the Village of Bayside Police Department to conduct a background check as it relates to this application. Signature of Applicant _____ Date _____
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RETURN THE COMPLETED FORM TO:			
VILLAGE OF BAYSIDE 9075 North Regent Road Bayside, WI 53217 414-600-1727		PAYMENT INSTRUCTIONS: Pay in person by cash or check Or Pay online at www.baysidewi.gov	

OFFICE USE ONLY			
BACKGROUND CHECK			
Record No <input type="checkbox"/> Yes <input type="checkbox"/>	DATE CHECKED	BY WHOM	APPROVED No <input type="checkbox"/> Yes <input type="checkbox"/>
DATE APPLICATION WAS RECEIVED:	PAYMENT AMOUNT COLLECTED:	SELLER PROVIDED WITH A COPY OF: <input type="checkbox"/> Transient Merchant Permit <input type="checkbox"/> Transient Merchant Permit Information Sheet <input type="checkbox"/> Do Not Solicit List	
PERMIT NUMBER			
IF DENIED, PLEASE EXPLAIN			NOTIFICATION DATE:
PERMIT REVOKED: No <input type="checkbox"/> Yes <input type="checkbox"/>	Copy Attached to form: <input type="checkbox"/> North Shore Health Permit if necessary <input type="checkbox"/> Certificate issued by State of WI Weights and Measures if necessary <input type="checkbox"/> Copy of Wis Sellers Permit If necessary <input type="checkbox"/> Surety Bond if required		
DATE:			
REASON:			

TRANSIENT MERCHANT PERMIT INFORMATION

VILLAGE OF BAYSIDE

9075 North Regent Road

Bayside, WI 53217

(414) 600-1727

www.baysidewi.gov

Who Is required to obtain a Transient Merchant Permit?

A transient merchant includes any person or corporation that engages in the business of purchasing or selling merchandise/services within the Village of Bayside who does not intend to become a permanent merchant within the village. This includes any peddler, seller, sales representative or canvasser who engages in or transacts any temporary or transient business selling goods, ware, merchandise, or services in the Village of Bayside.

Transient Permit Exceptions

- Any person engaged in protected acts of political and/or religious free speech or free exercise of religion protected by WI and US constitutions
- Any person delivering to regular customers on established routes
- Any person holding a sale required by statute or by order of any court and the person is conducting an auction/sale pursuant to law
- Any person exempts by Section 440.15 of the Wisconsin State Statutes
- Minor children engaged in trick or treating, door-to-door sales on behalf of charitable organizations, schools etc.
- Newspaper delivery
- Persons selling services, goods, or materials at wholesale to dealers nor to vendors of dairy
- Charitable Organization

**Although not required the police department asks that you give a courtesy call to notify them of your activity even if you are exempt from obtaining a permit 414-351-9900

Qualifications

Attained 18 years of age

Forms Required to Apply

- Peddlers, Canvassers, Transient Merchant Permit Application
- Surety Bond paperwork if required
- Certificate from WI weights and measures if required
- Permit from North Shore Health Department if required

License Period

Permits will expire on January 1st annually

Surety Bond Requirement

A surety bond of \$25,000 may be required at the discretion of the Chief of Police

Background Investigation

Fingerprinting is not required; however, a criminal background check will be completed.

An application may be refused if:

- The application contains omissions or inaccuracies
- A complaint has been received against the applicant by authorities in another community where similar business was conducted
- Applicant was convicted of a crime or ordinance violation within the past 5 years, the nature of which is directly related to the applicant's fitness to buy or sell under the provision of this section

Fees Associated

- Application Fee Business \$150.00
- Application Fee Individual \$20.00

General Soliciting Rules

- Please have the village-issued permit on you at all times
- No soliciting between the hours of 8pm-9am
- No approach to be made at the rear door of any dwelling, and/or any residence posted "No Trespassing" "No Soliciting" or words of any such meaning
- No trespassing on residential property that has been listed on the Village of Bayside Do Not Solicit list (updated daily)
- Please turn in the permit upon completion of business in the village