



## TRANSIENT VENDOR REQUIREMENTS

Applicant must submit a written notarized permission form, which includes full name, mailing address, phone number of both vendor and owner, from property owner allowing vendor to conduct business on property. (The City of Jackson will provide this form).

Approval from the Zoning Department. (Area where vendor wishes to operate must be zoned for outside sales).

Two thousand dollar (\$2,000.00) cash or surety bond for the City of Jackson. Cash will be kept for on (1) year after the termination of the business, then refunded.

A Mississippi sales tax I. D. number.

While transacting business, a vendor shall post in a prominent place, clearly seen by purchasers:

- Transient Vendor License
- Ms Sales Tax number
- Statement that he is required to give buyers receipts for purchases that include sales tax.

Two hundred fifty (\$250.00) license fee, good for 3 months. One time renewal fee of twenty-five (\$25.00), good for 3 months. **ONLY ONE RENEWAL ALLOWED AND LICENSE MUST BE RENEWED BEFORE EXPIRATION DATE.**

**\*\*Note:** the above listed requirements are for each location that a vendor sets up to sell.

Department of Planning and Development



200 South President Street  
Post Office Box 17  
Jackson, Mississippi 39205-0017

### TRANSIENT VENDOR PERMISSION FORM

Location: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I am the current owner of the property and I am giving permission for the above listed vendor to use the location to conduct a temporary business.

Signature: \_\_\_\_\_

Subscribed & sworn before me, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Seal

\_\_\_\_\_ official title

# REGISTRATION APPLICATION FOR PRIVILEGE LICENSE TO OPERATE A TRANSIENT BUSINESS

APPLICANT MUST COMPLETE ALL SPACES

NEW

\$ 250.00

RENEWAL

\$ 25.00

LICENSE APPLIED FOR \_\_\_\_\_

COUNTY OR MUNICIPALITY

1. APPLICANT'S NAME \_\_\_\_\_

2. APPLICANT'S PERMANENT ADDRESS \_\_\_\_\_

CITY

STATE

ZIP CODE

3. TELEPHONE NUMBER \_\_\_\_\_

4. SSN OR FEDERAL ID # \_\_\_\_\_

5. STATE OF MISSISSIPPI SALES TAX NUMBER \_\_\_\_\_

6. LIST OTHER COUNTIES AND MUNICIPALITIES WHERE LICENSED TO OPERATE TRANSIENT BUSINESS AND PERMIT OR LICENSE NUMBERS

7. KIND OF PRODUCT OR SERVICE \_\_\_\_\_

8. LOCATION WHERE BUSINESS WILL BE CONDUCTED \_\_\_\_\_

9. LENGTH OF TIME BUSINESS WILL BE CONDUCTED \_\_\_\_\_

10. NAME OF REGISTERED AGENT \_\_\_\_\_

ADDRESS OF AGENT \_\_\_\_\_

TELEPHONE# \_\_\_\_\_

CITY

COUNTY

(AGENT MUST BE A RESIDENT OF COUNTY OR MUNICIPALITY FROM WHICH LICENSE IS OBTAINED. SIGNED AUTHORIZATION FROM AGENT MUST BE ATTACHED TO THIS FORM.)

11. IF APPLICANT IS ASSOCIATION OR CORPORATION, COMPLETE THE FOLLOWING:

A. NAMES AND ADDRESSES OF MEMBERS OF ASSOCIATION OR OFFICERS OF THE CORPORATION

NAME

ADDRESS

TITLE

SSN

B. CORPORATION ORGANIZED UNDER THE LAWS OF STATE OF \_\_\_\_\_

YEAR \_\_\_\_\_

IF FOREIGN CORPORATION, DATE AUTHORIZED TO CONDUCT BUSINESS IN MISSISSIPPI \_\_\_\_\_

A VENDOR MUST SECURE A LICENSE BEFORE BEGINNING BUSINESS FOR EACH COUNTY AND EACH MUNICIPALITY IN WHICH BUSINESS WILL BE CONDUCTED. LICENSE IS VALID FOR 90 DAYS FROM DATE ISSUED AND IS NOT TRANSFERABLE. RENEWAL FEE IS \$25.00 IF RENEWAL IS FILED BEFORE LICENSE EXPIRES. THE TRANSIENT VENDOR LICENSE NUMBER, STATE SALES TAX NUMBER, AND A STATEMENT THAT VENDOR IS REQUIRED TO GIVE PURCHASERS A RECEIPT WHICH INCLUDES SALES TAX, MUST BE DISPLAYED IN A PROMINENT PLACE. THIS FORM IS REQUIRED TO BE WRITTEN IN BOLD, LEGIBLE LETTERS NOT LESS THAN ONE INCH IN HEIGHT. A CASH BOND OR SURETY BOND MADE IN FAVOR OF THE STATE OF MISSISSIPPI IN AMOUNT OF THE LESSER, \$2,000.00 OR 5% OF WHOLESALE VALUE OF INVENTORY, MUST ACCOMPANY THIS APPLICATION. THIS BOND MUST NOT EXPIRE FOR ONE FULL YEAR AFTER BUSINESS IS CONDUCTED. ALSO, A GOOD AND SUFFICIENT PENAL BOND IN AN AMOUNT UP TO \$1,000.00 MUST BE ATTACHED TO THIS APPLICATION. VENDOR MUST MAINTAIN A RUNNING TOTAL OF ALL SALES AND PAY ALL APPLICABLE SALES TAXES AND ANY OTHER TAXES THAT MAY APPLY. VIOLATORS OF THIS ACT OR ANY OF ITS PROVISIONS CAN BE CONVICTED OF A MISDEMEANOR, FINED \$500.00 AND/OR IMPRISONED FOR UP TO SIX MONTHS.

I DECLARE UNDER THE PENALTIES OF PERJURY, THAT THIS APPLICATION AND ALL ITS SUPPORTING DOCUMENTATION, IS TO MY KNOWLEDGE TRUE AND CORRECT

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

OFFICE USE:

LICENSE NUMBER \_\_\_\_\_

DATE ISSUED \_\_\_\_\_