



690 Chesterfield Pkwy W
Chesterfield, MO 63017-0760
Phone 636-537-4000
Fax 636-537-4798

Application for Itinerant Merchant License
By Charitable and Non-Charitable Organizations, Individuals,
Partnerships, Associations or Corporations

City of Chesterfield Ordinance No. 91

Check one: ☐ charitable ☐ non-charitable

Please print. All questions must be answered.

Name of organization/business you represent _____
() individual () partnership () association () corporation

Business address _____

City _____ State _____ Zip Code _____

Business phone (_____) _____

The sales event will consist of (check one) ☐ One event ☐ Series of events

Beginning date _____ Ending date _____

Location(s) of intended sale of merchandise or services:

Written permission to use these premises has been given by:

Name _____

Address _____

Phone Number _____

List the merchandise or services to be sold _____

Application for Itinerant Merchant License

Does the sales event involve any food articles? _____ If "yes", explain

Is the organization a non-profit, charitable organization? _____

If "yes", please attach a copy of the certification from the State of Missouri as to your tax-exempt status.

If applying for an Itinerant Merchant license for charitable purposes, describe the reason for this sales event and tell what use will be made of the proceeds

Local address of organization _____

Relationship between organization and applicant _____

List names & addresses of officers/partners of the organization

Date of previous application, if any _____

Give the name and address of the person or organization in direct charge of conducting the solicitation

How many sales personnel will be engaged? _____ Will sales personnel be paid? _____

References: Give names, addresses, and telephone numbers of two individuals who may be contacted as references on the nature and character of this work.

Has a license issued by the City of Chesterfield ever been revoked or refused? _____

Itinerant Merchant Application

A copy of the Missouri State Retail Sales License must be attached to the application. If the applicant wishes to assert that he/she is not required under Missouri law to have such a license, he/she must provide proof that such a license is not required of him/her.

Every individual, partnership, association or corporation who sells, deals or offers for sale goods, wares, merchandise or articles of food in the City of Chesterfield shall procure from the City Clerk a license and shall pay a license fee of twenty-five (\$25.00) dollars per sales event (not to exceed twenty-eight (28) calendar days). A maximum of three (3) permits per year shall be issued to any person, firm or organization. Charitable organizations are exempt from fee.

It is understood that if a license is granted it must not be used or represented in any way as an endorsement by the City of Chesterfield.

Itinerant merchants must display the license while conducting business.

Sign this application in the presence of a Notary Public

Signature of applicant _____

Subscribed and sworn to before me this _____ Day of _____, _____

My commission expires _____

Notary Public _____

<u>For Office Use Only</u>	
Date \$25 fee received _____	Form of Payment _____
Police Chief Approval _____	Date _____
Zoning Approval _____	Date _____
City Clerk Approval _____	Date _____

(2/16/10)