

Town of Lisbon

Itinerant Vendor Application

License Fee:

_____	\$40 Temporary Stand (30 days or fewer)
_____	\$100 6-Month Permit
_____	\$150 12-Month Permit
_____	\$250 1-Week Carnival and Festival Permit
_____	\$150 12-Month Outdoor Flea Market Permit
_____	\$250 12-Month Indoor Flea Market Permit

Also Required: Landowner permission (submit letter if fixed location)
 If roaming, please submit a route map for the Police Chief to review

Fee Exemption: _____ Lisbon Non-Profit School Groups or Charitable and Non-Profits Groups registered with the Secretary of State under IRS Code Section 501

Business Name: _____ Business Phone: _____

Business Location in Town: _____

Business Email Address: _____

Business Mailing Address: _____

Owner's Name: _____

Home Phone: _____ Cell Phone: _____

Owner's Home Address: _____

Residence(s) for last five years: _____

List Applicant / Partners / Corporate Officers (Names & DOB required):

Name: _____ | Name: _____ | Name: _____

Address: _____ | Address: _____ | Address: _____

Town/State: _____ | Town/State: _____ | Town/State: _____

Birthdate: _____ | Birthdate: _____ | Birth date: _____

Has applicant's business license ever been revoked: _____ If yes, why? _____

Has any applicant / partner / corporate officer ever been convicted of a felony? _____ If yes, describe specific circumstances _____

I, _____ (owner's name), _____ (title) is authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted.

Signature: _____ Date: _____

Business Name: _____

Notice of Compliance: Per Lisbon Code of Ordinances, Section 10-252 - Police department review, "Before receiving a license, the police department will certify that the vendor will not create safety problems for either traffic or pedestrians and that information on file does not indicate that the applicant is a person of bad moral character." **To meet the requirements of this ordinance, the Police Department will conduct a Safety Compliance Check that includes a Background Check and a review of the applicant's Route Map or the Site of their Fixed Location. Additional inspections may also be required by the Police Department, as well as the Code Enforcement Officer and/or the Fire Chief/Health Officer.**

Police Chief Approval (Including Background Check)

Signature: _____

Date: _____

Code Enforcement Officer Approval

Inspection Required: Yes / No (Circle One)

Signature: _____

Date: _____

Additional Approval (if needed)

Title: _____

Signature: _____

Date: _____

Notes:

INFORMATION

Town Council approves complete applications during Town Council Meetings. The first Itinerant Vendor application requires a public hearing, but renewals may not. Applications will not be considered complete without all required information, fees, and signatures. Town Council Meetings are usually held on the first and third Tuesdays of every month. Temporary permits of up to 90 days can be granted by the Town Clerk before Town Council grants approval during a Council Meeting, but only if the applicant has completed all other requirements.

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk	624-9693State Sales Tax Division
353-3007..... Town Office Fax	624-7736.....Bureau of Corporations
353-3000 Ext 111... Code Enforcement Officer	624-7220.....Bureau of Alcohol Beverages
353-2500..... Police Department	287-3841.....Agriculture Dept– Bakery Licenses
353-3000 Ext 121..Health Officer	624-6550.....Marine Resources
287-5671..... State Health Inspection Dept.	1-800-872-3838..Business Answers