



City of McCall
CITY CLERK

VENDOR PERMIT APPLICATION

216 East Park Street
McCall, Idaho 83638

Phone 208-634-7142

Fax 208-634-3038

www.mccall.id.us

No person shall do business as a Vendor or as part of a Public Event within the City of McCall without first obtaining a permit as a Vendor from the City Clerk and paying a non-refundable license fee for the permit. Excluded are Vendors of farmer's markets and sales representatives. The application for such permit shall be filed with the City Clerk not less than seventy two (72) hours prior to the first day upon which sales are intended to occur. The application shall be filed upon this form, and be accompanied by the following submittals:

Title of event (if applicable): _____

Address of Event: _____ (reference #9 below)

Date(s): _____ **Time(s) of Operation:** _____

**The date(s) and time(s) for when the permit is required must include days when the stand is left in place, whether or not open for business.*

1. Business Name of Applicant: _____

**Only one application per vendor booth location. Multiple vendor locations, regardless if from one business/person, will require a separate application.*

2. Contact Information:

Applicant:

Physical Address: _____

Mailing Address: _____

Applicant Phone: _____ Email: _____

Property Owner:

Mailing Address: _____

Contact Person: _____

Phone: _____ Email: _____

3. State & Federal: State sales tax number, federal tax number, or driver's license number for applicant:

4. Description: Describe nature of the business and of the goods or services to be sold or rented, or the goods to be purchased, and in the case of products of farm or orchard, whether produced or grown by the applicant:

5. Method of Operation: Give a description of the proposed operation method.

6. **Vehicle:** If a vehicle is to be used, a description together with its registered license plate number and to whom it is registered:

7. **Violations & Convictions:** A statement as to whether the applicant has been convicted of a violation of any federal, state, or municipal law, the nature of the offense and the date, and the punishment or penalty assessed therefore:

8. **Food Vendors:** If you propose to sell any prepared food product for human consumption (other than frozen products not intended for immediate consumption), an approval from Central District Health that the proposed method of food preparation and service meets applicable health standards must be submitted (**attached form for Central District Health required**).

9. **Location:** Private property/location of the sale activity must have **written and notarized permission of the owner or owners of such real property** to engage in or conduct business on such property; if there is any question of the ownership of the property, it is the duty of the applicant to furnish satisfactory proof of the same (**Property Owner Letter of Permission form required**).

10. **Stands and Signs:** Attach a photograph of any stand which the applicant will use to conduct sales from and a photograph of any signage (**Sign Affidavit form required**).

11. **Submit the non-refundable license fee: Make checks payable to the “City of McCall”**

\$25 per day or

\$500 for the season between May 5 and Sep 15 (inclusive) or

\$1000 for the calendar year

The undersigned agrees to collect the following applicable taxes:

- A one (1%) tax upon all other retail sales subject to taxation under Idaho Code 63-3601, et. Seq. Idaho Sales Tax Act except on the sale of groceries and motor vehicles which are titled by Idaho Department of motor Vehicles. As defined in McCall city ordinance 936.

The undersigned further agrees to remit the above municipal taxes for each calendar month, calendar quarter, or annually on or before the 20th of the succeeding month to the City Clerk’s office 216 East Park Street, McCall, ID. 83638

The undersigned hereby makes application for a City Sales Tax Permit as required under McCall City per Ordinance 936. **THIS PERMIT IS NONTRANSFERABLE BY SALE, LEASE ASSIGNMENT OR OTHERWISE.**

Applicant’s Name (printed) _____ Title _____

Signature _____ Date _____

For City Use Only

Signatures:

LOT Administrator: _____ Date: _____

Clerk Representative: _____ Date: _____

Reported to: PD City Council Date Issued: _____



City of McCall
CITY CLERK

**PROPERTY OWNER
LETTER OF PERMISSION FORM
FOR A PUBLIC EVENT**

216 East Park Street
McCall, Idaho 83638

Phone 208-634-7142

Fax 208-634-3038

www.mccall.id.us

To the City Clerk
McCall, Idaho

Date: _____

I, _____, owner of _____,
(Print Name of Property Owner) (Name of Business/Organization)

give permission to _____ to conduct business on
(Name of Public Event/Vendor Applicant)

my property located at _____
(Property Address of Proposed Event)

from the dates of _____ to _____
(Beginning Date) (Ending Date)

for the purpose of _____
(List Purpose of the Event/Products Sold)

Printed Name of Property Owner: _____

Signature: _____ Date: _____

STATE OF IDAHO)
 : ss:
County of _____)

On this _____ day of _____, _____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, known to me or identified to me to be the persons whose names are subscribed to the within instrument, and acknowledged to me that they executed the same.

(seal)

Notary Public Signature

**LETTER OF APPROVAL FROM CENTRAL DISTRICT HEALTH
FOR PUBLIC EVENTS/VENDORS LICENSE APPLICATION**

Date: _____

To the City Clerk
McCall, Idaho

I, _____, of the Central District Health Department have been contacted by the individual/group listed below to organize an event which will involve food vendors and will take place at the following location in McCall. Upon receiving and approving the temporary food license applications and fees (if necessary), the licensed vendor will be approved to operate at this event.

(Name of Public Event/Vendor License Applicant)

(Name of Event)

(Date, and Time of Event)

(Physical Address of location of event)

(Food Product(s) being sold/served)

Signature - Central District Health

Date

