



LICENSE APPLICATION

TEMPORARY MERCHANTS AND VENDORS (City Ordinance No. 5634)

Section I

Application Date _____ Expiration Date _____

License Fee { \$50.00 30 days or less duration in a calendar year
 \$100.00 More than 30 days but less than 120 days PLUS applicable Planning Division fees
 No charge More than 120 days; subject to Albany Development Code requirements

Business Name _____ Nature of Business _____

Applicant Name _____ Applicant Address _____

Date(s) and hours of operation _____
(Applicants who intend to operate their business at a location for more than 30 days must apply for site plan review by the City Planning Division, according to Section 1.070(9) of the Albany Development Code and are not subject to this license requirement.)

Is this a sole proprietorship?
 Yes No

Name of owner _____
 Owner address _____

Is this a partnership?
 Yes No

Name of first partner _____
 Address of first partner _____
 Name of second partner _____
 Address of second partner _____
(List names and addresses of other partners on a separate sheet.)

Is this a corporation or LLC?
 Yes No

If yes,
 Corporation or LLC name _____
 Address _____
 In which state is the corporation incorporated or the LLC registered? _____

Do you possess credentials or authorization for the partner, firm, LLC, or corporation to act as their agent or representative?
 Yes *(If yes, attach photocopy.)* No

Section II

Who will manage or supervise the sale?

Name _____
 Title _____
 Address _____

Are you the proprietor or a partner or an LLC member?

Yes No

Agent? Yes No Other *(specify)* _____

Location(s) where business will be conducted:

Street Address _____
 Property Owner _____

Previous location(s) in the last six months (not including permanent place of business):

Street Address _____
 Nature of Business _____
 Street Address _____
 Nature of Business _____
 Street Address _____
 Nature of Business _____

Signs

Permitted signs are limited to:

- One temporary sign, A-frame or standard, at a maximum of 24 square feet per side.
- One banner or other painted sign attached to the merchant's vehicle or equipment (maximum 100 square feet per each street frontage.)

All signs shall be located on private property. **Attaching signs to power poles, light standards, existing sign poles or other similar structures is prohibited.**

I CERTIFY THIS INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signed _____ Date _____

THE APPLICANT HAS PERMISSION TO OCCUPY MY PROPERTY FOR THE ACTIVITIES AUTHORIZED BY THIS LICENSE.

Signature of property owner or manager _____ Date _____

OFFICE USE ONLY	
Assistant City Manager _____	
Date _____	