



City of Lawrence

Transient Merchant License Application

Applicant Information									
Last Name:			First Name:			Middle Name:			
Home Address	Street:			City:		State:		Zip:	
Mailing Address	Street:			City:		State:		Zip:	
Home Phone:		E-Mail Address:		Hair Color:	Height:	Weight:	Sex:	Race:	
Drivers License Number:		State:	Social Security #:	Date of Birth:	Age:	Place of Birth:			
Have you ever been convicted of any crime other than minor traffic violations?									
<input type="checkbox"/> Yes <input type="checkbox"/> No									
If yes, state nature of offense and penalty:									
Business Information									
Nature of Business:			E-Mail Address:			Kansas Sales Tax Number:			
Goods to be Sold:									
Name of Employer:					Employer Telephone:				
Employer Address	Street:			City:		State:		Zip:	
Current Location of Goods:			Delivery Method:						
Proposed Selling Location:			Proposed Selling Dates:						
NOTE: Selling dates must coincide with the Temporary Use Permitted Upon Review provided by the Planning Department.									

I hereby agree to comply with the rules and regulations of the City of Lawrence concerning the transient merchant license. I have read the contents of this application and all information and answers herein contained are complete and true. I understand the \$25.00 fee paid for processing this application and license are not refundable in the event the license is not granted for any reason.

PLEASE INCLUDE: \$25.00 Fee
 Copy of a paid personal property tax receipt

 APPLICANT'S NAME (Printed)

 APPLICANT'S SIGNATURE

 TODAY'S DATE

ADMINISTRATIVE SERVICES APPROVAL (For Office Use Only)

Kansas Sales Tax ID Number? Yes No

I hereby approve disapprove this application.

Administrative Services

Date

PLANNING DEPARTMENT APPROVAL (For Office Use Only)

Site plan on file in the Planning Office? Yes No N/A

Use permission on file in the Planning Office? Yes No N/A

I hereby approve disapprove this application. N/A

Planning Director

Date

BUILDING CODES APPROVAL (For Office Use Only)

Sign permit on file in Building Inspection? Yes No N/A

I hereby approve disapprove this application. N/A

Building Codes

Date

NOTE: Please attach the site plan and written agreement to use the facility or lot. E-Mail the scanned copy to the Police Department and to Code Enforcement.