

**READ INSTRUCTIONS THOROUGHLY!**

Complete the attached Transient Merchant Permit application and return it with the following items to the City of Jamestown, 102 3<sup>rd</sup> Avenue SE, Jamestown, ND 58401:

- 1) **License Fee:** (Checks should be made payable to the City of Jamestown)

\$65.00 per day per person (door to door sales)

\$400.00 - one year from issue date per person (door to door sales)

or

\$65.00 per day per vendor location or food truck

\$400.00 - one year from issue date per vendor location or food truck

**COPIES OF THE FOLLOWING INFORMATION must accompany application:**

- |   |  |
|---|--|
| 2) BUSINESS---ND State Transient Merchant License<br>or Certificate of Registration                   | Issued by ND Attorney General<br>Issued by ND Secretary of State |
| 3) SALESPERSON(S) Documentation   |  |
| a) ND State Transient Merchant License  | Issued by ND Attorney General                                    |
| b) Driver's License or Photo ID   |  |
| c) If applicable, a listing of salespeople & documentation  |  |
| 4) Vehicle(s) Information (Registration Card & License Plate #)                                       |  |
| 5) If applicable, Order or Contract Form Used   |  |
| 6) Courtesy Visit with Police Chief (optional)<br>(Police Department is located at 205 6th Street SE) |  |

Upon review and approval, the City Auditor may issue the permit. If the City Auditor believes issues relevant to the issuance of the permit should be brought to the attention of the City Council, the City Auditor shall submit the application to the appropriate committee of the City Council for consideration.

Plan accordingly, the City Council meetings are held the 1st Monday of each month at 5:00 PM.

(Jamestown City Code, Sec. 29)

**CITY OF JAMESTOWN  
102 3RD AVENUE SE  
JAMESTOWN, NORTH DAKOTA 58401  
TELEPHONE 701-252-5900 - FAX 701-252-5903**

**APPLICATION FOR A TRANSIENT MERCHANT PERMIT  
(Jamestown City Code, Sec. 29)**

**LICENSE FEE:**

**\$65.00 per day per person (door to door sales)**

**\$400.00 - one year from issue date per person (door to door sales)**

**or**

**\$65.00 per day per vendor location or food truck**

**\$400.00 - one year from issue date per vendor location or food truck**

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- Attach Copy of:**
- 1) BUSINESS - ND State Transient Merchant License or Certificate of Registration**
  - 2) Salesperson(s) Documentation (Driver's License, Photo ID, ND State T. M. License)**
  - 3) Vehicle Information (Registration Card & License Plate #)**
  - 4) If applicable, listing of salespeople & documentation**
  - 5) If applicable, Order or Contract Form used**

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I, \_\_\_\_\_, do make application for a license to operate a  
(Print Name)

transient business in the City of Jamestown, State of North Dakota, in compliance with the ordinances of the City of Jamestown. By completing this application, I state that the information supplied is true to the best of my information, knowledge, and belief.

**1. Name of proprietor, or operating company or corporation, etc:**

\_\_\_\_\_  
\_\_\_\_\_

**2. Address and telephone number of proprietor or operating company or corporation, etc:**

\_\_\_\_\_  
\_\_\_\_\_

**3. Name, address and telephone number of local manager, if other than above:**

\_\_\_\_\_  
\_\_\_\_\_

**4. Nature of business, including description of goods, wares and merchandise to be sold:**

\_\_\_\_\_  
\_\_\_\_\_

5. Method of distribution: \_\_\_\_\_  
 \_\_\_\_\_
6. Description of procedure you have established to respond to consumer complaints or problems:  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Have you been convicted of violating any consumer protection laws or laws pertaining to fraud and deceit in any city or state? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, set forth: Date, city, county, state and circumstances of each such violation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Dates and location you intend to operate your business in the City of Jamestown, North Dakota:  
 Dates: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 \_\_\_\_\_
9. Have you submitted the required license fee herewith? Yes \_\_\_ No \_\_\_
10. Do you have a North Dakota state license attached? Yes \_\_\_ No \_\_\_  
 If not, set forth reason why or exception:  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Have you attached a copy of the salesperson's documentation? Yes \_\_\_ No \_\_\_
12. Have you attached a copy of the vehicle information? Yes \_\_\_ No \_\_\_
13. If applicable, have you attached a listing of salespeople & documentation? N/A \_\_\_ Yes \_\_\_ No \_\_\_
14. If applicable, have you attached a copy of the Order or Contract Form used? N/A \_\_\_ Yes \_\_\_ No \_\_\_
15. Have you applied for a transient merchant license in the City of Jamestown, North Dakota, before?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, give date: \_\_\_\_\_

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 SIGNATURE OF APPLICANT