
The Differences between a Peddler and a Transient Merchant

- | <u>Peddler</u> | <u>Transient Merchant</u> |
|---|--|
| <ul style="list-style-type: none"> • Must move from door to door • License is person specific • Does not need to get permission of property owner • Is allowed to use city streets and sidewalks • Limited times of operation • Not affected by Zoning Code | <ul style="list-style-type: none"> • Operates from one location • License is location specific • Must get permission of property owner • Must operate on private, not public property • Unlimited times of operation • Must obtain a Temporary Use Permit from the Community Planning and Development Department |
-

Important Considerations for both Peddlers and Transient Merchants

Blank applications can be picked-up at the City Clerk's Office located in Room 202 on the second floor of City Hall, 241 W. South Street. The Clerk's Office is open Monday thru Friday, from 8:00 a.m. to 5:00 p.m., except for holidays.

While the Clerk's Office will mail or fax a blank application when requested, the applicant must return the completed application (and fee) in person for identification purposes. **THE APPLICANT MUST BRING SOME FORM OF PHOTO I.D. WHEN SUBMITTING AN APPLICATION.**

Fee Schedule:

1 week	\$ 50.00
1 month	\$150.00
6 months	\$300.00
1 year	\$500.00

THE CLERK'S OFFICE WILL NOT PROCESS AN APPLICATION WITHOUT HAVING RECEIVED ONE-HALF OF THE LICENSE FEE. THIS PORTION OF THE FEE IS NON-REFUNDABLE.

City Clerk's Office
241 W. South Street
Kalamazoo, MI 49007

Phone: 269-337-8792
Fax: 269-337-8494



Transient Merchant and Peddler's Licenses

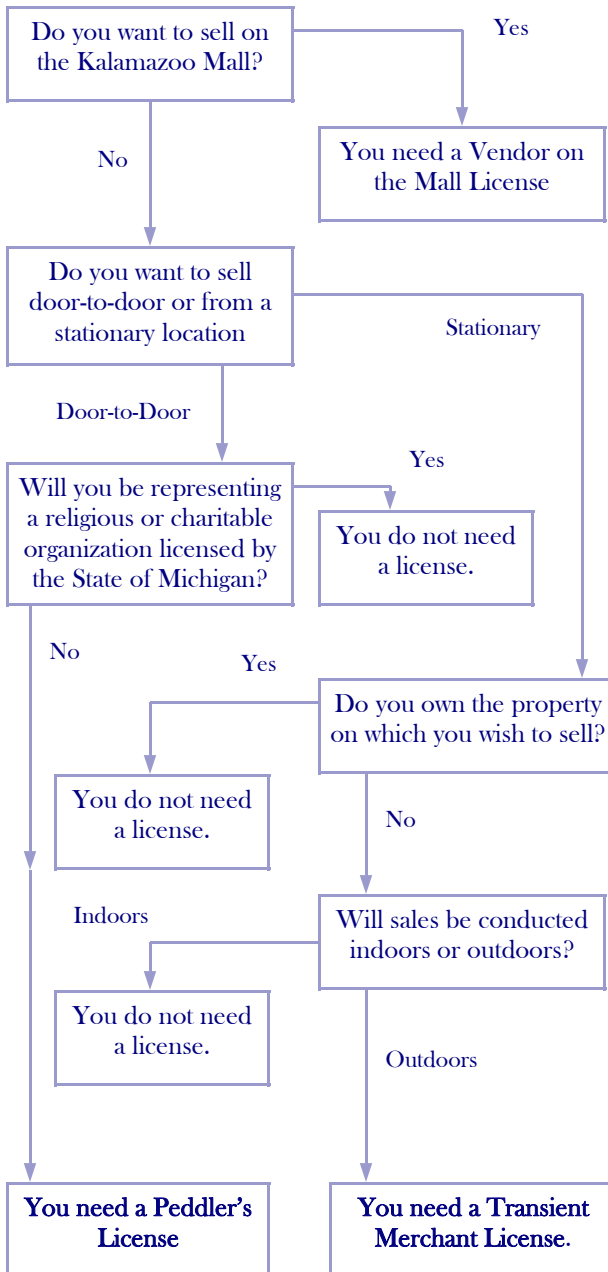


Navigating the City of Kalamazoo's Licensing Process



**An Information
Brochure Published by
the City Clerk's Office**

Which License Do I Need?



Obtaining a Peddler's License

Application Process

1. Complete an Application for a Peddler's License and submit half of the requisite license fee. **THIS PORTION OF THE FEE IS NON-REFUNDABLE.**
2. The Clerk's Office will forward the application to the Public Safety Department for a criminal background check. **THIS PROCESS MAY TAKE 5-7 BUSINESS DAYS.**
3. The Clerk's Office will contact you concerning the disposition of your application. If a license is granted, you will need to pay the second half of the fee at the time you pick up the license.

Important Considerations for Peddler's License Applicants

Peddlers cannot remain stationary in any one place on a street for more than 5 minutes and cannot stop for longer than 15 minutes in any one block.

Peddlers cannot sell goods in any manner in or on any public building, park, alley, sidewalk, curb or curb lawn in the City of Kalamazoo or on private property that prohibits soliciting or on property from which the peddler has been banned.

Peddlers may not stop their vehicle, cart or other mean of conveyance for the purpose of selling goods within 50 feet of any intersection; within 300 feet of a school or place of worship; or within one-half hour of the beginning or end of a church/worship service or school session.

Peddlers may engage in door-to-door sales during daylight hours only, but in any event not before 9:00 a.m. or after 8:00 p.m.

Obtaining a Transient Merchant License

Application Process

1. Apply for a Temporary Use Permit from the Community Planning and Development Department (CP&D), located at 445 W. Michigan Ave. There is a separate fee for this permit in addition to the Transient Merchant License fee. For more information on this aspect of the application process, contact a Zoning Inspector at 337-8044.
2. Once CP&D has approved your request for a Temporary Use Permit, complete an Application for a Transient Merchant License and submit half of the requisite license fee. **THIS PORTION OF THE FEE IS NON-REFUNDABLE.**
3. The Clerk's Office will forward the application to the Public Safety Department for a criminal background check. **THIS PROCESS MAY TAKE 5-7 BUSINESS DAYS.**
4. The Clerk's Office will contact you concerning the disposition of your application. If a license is granted, you will need to pay the second half of the fee at the time you pick up the license.

Important Considerations for Transient Merchant License Applicants

You must get the written permission of the property owner to do business at that location.

Please note: the first half of the application fee will be **NOT** be refunded in the event CP&D denies your request for a Temporary Use Permit. We recommend you obtain this permit prior to applying for a Transient Merchant's License.

Please see the back panel for more information and the current fee schedule