



**City of Ketchum
Planning & Building**

OFFICIAL USE ONLY
File Number:
Date Received:
By:
Design Review Fee:
License Fee:
Approved Date:
Denied Date:
By:

Off-Site Vendor RENEWAL License Application

Applicants for an off-site vendor’s license RENEWAL shall file a complete application not less than thirty (30) calendar days prior to the date said person previous off-site vendor license expires. RENEWAL application only applies if:

- The current off-site vendor license has not expired.
- There is no change to off-site vendor location.
- No change to off-site vendor’s tent, cart, or vending stand.
- No significant change to vendor’s business operating season (if applicable), days and times.

A separate vendor’s license shall be required for each separate tent, cart, or vending stand. License fees are not prorated and are not refundable.

Submit completed application and documentation to planningandbuilding@ketchumidaho.org Or hand deliver to Ketchum City Hall, 191 5th St. W. Ketchum, ID If you have questions, please contact the Planning and Building Department at (208) 726-7801.

Note: Once application has been deemed complete by City Staff, off-site vendor fees of \$750 will be processed.

APPLICANT INFORMATION

Full Name:	Date of Birth:
Mailing Address:	Driver’s License Number:
Residential Address:	Social Security Number:
Phone:	Email:

ADDITIONAL EMPLOYEE(S), ATTACH ON SEPARATE SHEET IF NECESSARY

Full Name:	Driver’s License Number:
Date of Birth:	Social Security Number:

BUSINESS INFORMATION

Business Name:
Site Address:
The legal description of site:
A brief description of the nature, character and quality of the goods or services offered for sale or delivered. In the case of products from a farm or orchard, where such products were grown:
The specific dates and times requested to engage in or conduct business:
A brief description of the proposed method of distributing products:
The nature of the proposed advertising at the proposed location:
Federal Taxpayer Identification Number:
State of Idaho Sales Tax Identification Number:
City of Ketchum Non-Property Sales Tax Identification Number:

CONFIRM NO CHANGES – PLEASE INITIAL BELOW

_____ I confirm there is no change to vending site - including location of stand, queuing and circulation, dumpster, restrooms and wash stations with screening, control of smoke/fumes, and snow storage.

_____ I confirm there has been no changes to the electrical since the last electrical inspection.

_____ If a motor vehicle is to be used in the vending business: I confirm there are no changes to the motor vehicle registration number and license number. *(Leave blank if no motor vehicle is being used)*

_____ I confirm the stand which the applicant uses to conduct vending has not changed.

_____ I confirm no new or additional signage will be needed.

_____ I confirm no other licenses or permits have been issued to the applicant by the City within the past year. If there have been, please list.

SUBMIT WITH APPLICATION

1. A 2" x 2" full-face photo of the applicant taken within the last 30 days.

2. Written and notarized permission of the owner(s) of the real property reflecting applicant's authority to engage in or conduct business at the specific location(s) identified in the application. Should any question exist as to the owner of said real property, it shall be the duty of the applicant, as part of the application, to satisfactorily establish the same.

3. Proof of liability insurance in the amount of \$500,000.

4. Central Health District Certification (if applicable).

5. Business License Renewal Application and Updated Emergency Contact Form.

Being first duly sworn, deposes and says, that I am making the foregoing application and make said statements therein and hereafter for the purpose of securing an Off-Site Vendor's License within the corporate limits of the City of Ketchum, and I have read the entire application, known the contents thereof, affirm that the facts stated above and hereafter are true, and I am familiar with the provisions of Title 5, Chapter 5.16, as may be amended.

Applicant's Signature

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____.

Notary Public

Residing at: _____

Commission expires: _____

Pursuant to Resolution No. 08-123, any direct costs incurred by the City of Ketchum to review this application will be the responsibility of the applicant. Costs include but are not limited to: engineer review, attorney review, legal noticing, and copying costs associated with the application. The City will require a retainer to be paid by the applicant at the time of application submittal to cover said costs. Following a decision or other closure of an application, the applicant will either be reimbursed for unexpended funds or billed for additional costs incurred by the City.

The Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Off-Site Vendor Renewal Application in which the city of Ketchum is the prevailing party, to pay the reasonable attorney fees, including attorney fees on appeal and expenses of the city of Ketchum. I, the undersigned, certify that all information submitted with and upon this application form is true and accurate to the best of my knowledge and belief.