

**TOWNSHIP CLERK  
CHARTER TOWNSHIP OF COMMERCE  
2009 TOWNSHIP DRIVE  
COMMERCE TOWNSHIP, MI 48390**

**PERMIT APPLICATION FOR TRANSIENT MERCHANTS**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**You must list the following information for each location you seek to have a sale:**

Manager(s) and/or  
Supervisor(s) name: \_\_\_\_\_

Manager(s) and/or  
Supervisor(s)  
Permanent Address: \_\_\_\_\_

Manager(s) and/or  
Supervisor(s) Local  
Address: \_\_\_\_\_

Capacity of  
Applicant (i.e.  
proprietor, agent, etc.) \_\_\_\_\_

Person or Company  
for which sale will  
be held: \_\_\_\_\_

Do you, your supervisor(s) or your manager(s) have any pending criminal *charge(s)* within the last 24 months?

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If yes, describe the charge and identify the charging agency: \_\_\_\_\_

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Proposed Sale(s) – If more than one location, list the following information for each:

Address: \_\_\_\_\_

\_\_\_\_\_

Tax Parcel Id. No. \_\_\_\_\_

Date(s): \_\_\_\_\_

Day(s): \_\_\_\_\_

Hours: \_\_\_\_\_

Provide the locations of any retail sales in which your business entity took part in the last 12 months, whether or not as a transient merchant, the duration of such sale and your roll in such sale:

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Provide and attach hereto a statement describing all of the following: the nature, character and quality of the goods, services, wares and merchandise to be sold or offered for sale; the invoice value and quantity of such goods, services, wares and merchandise; whether the same are proposed to be served from stock in possession or by sample, at auction, by direct sale or by taking orders for future delivery; where the goods, services, wares and merchandise proposed to be sold are manufactured or produced; and where such goods, wares, merchandise and products are located at the time this application is filed.

Please provide a brief description of the nature and character of the advertising done, or proposed to be done, in order to attract customers:

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Set forth each criminal offense, except misdemeanor traffic offenses, of which you, the supervisor and the manager have been *convicted*, including the location and date(s) thereof, the nature of the offense(s), the arresting agency(ies) and, other than fines and costs, the punishment(s) assessed therefor.

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Provide the location and description of any building or structure you intend to use for the operation of the transient merchant business; the number of consecutive days you will remain at the fixed location conducting transient merchant sales; the name, telephone number and current street and mailing address of all persons owning the property at which you intend to conduct your transient merchant business.

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Provide the following information for each person to be engaged in sales at each location:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Age: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Age: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Age: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Age: \_\_\_\_\_

**CHARTER TOWNSHIP OF COMMERCE  
TRANSIENT MERCHANT PERMIT CHECKLIST**

*(last revision: November 4, 2009)*

**Date**

- Transient Merchant Permit Application *(received by Clerk's Office)* \_\_\_\_\_
  
- Review valid Michigan Sales Tax License for Applicant's business \_\_\_\_\_
  
- Review Fee Paid *(at time of application to Township)* \_\_\_\_\_
  
- Permit Fee Paid *(at time of application to Township)* \_\_\_\_\_
  
- Evidence of property interest and/or permission to use property from owner for each location. \_\_\_\_\_
  
- Detailed scale drawing of the site *(forward to Planning Department for review and approval)* \_\_\_\_\_
  
- Planning Department Approval \_\_\_\_\_
  
- Treasurer certification of no delinquent taxes or fees \_\_\_\_\_
  
- Designation of Clerk for service of process \_\_\_\_\_
  
- Fee Exemption Letter if applicable \_\_\_\_\_

Township must maintain a copy of Application, Application attachments, Permit and, where applicable, renewal permit issued.