

City of Rock Springs

212 D Street
Rock Springs, WY 82901 307-352-
1500
307-352-1516 (Fax)



PROCEDURE FOR COMPLETING THE TRANSIENT MERCHANT/PEDDLER APPLICATION

Bring completed application with required documentation listed below to the Public Works Department located in City Hall, at 212 D Street for approval.

Transient Merchant:

- a. Approval letter from property owner.
- b. Site plan
- c. Photo identification.

Peddler/Solicitor:

- a. Business credentials of authority
- b. Government issued photo identification for all employees
- c. Vehicle information (Make/Model/License for all vehicles)
- d. Completed employee information sheets (see application)

Fees:

30 Day License: \$10.00 filing fee and \$10.00 per person working the business or \$10.00 filing fee and \$25.00, whichever is greater. 30-Day renewals are \$25.00 for 5 or less employees, \$75.00 for 6 or more employees.

90 Day License: \$10.00 filing fee and \$25.00 per person

Calendar Year License (January 1 – December 31): \$100.00 for 5 or less employees, \$500.00 for 6 or more employees

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Transient Merchant Application

Account # _____

Firm/Association/Company/Corporation Information

Company Name _____

Physical Address: _____

Mailing Address: _____

Phone Number

Location of local sales _____ Dates: _____

Hours of operation _____

Primary Applicant Information

Name of Applicant: _____ Date of Birth _____

Phone Number Cell Number

Physical Address: _____

Driver's License # _____ State of Issue _____ SSN _____

Have you been convicted of any crime, misdemeanor, or violation of municipal law? _____ If yes, please describe nature of offence to include date, place, and penalty _____

Describe the manner in which you will be advertising your business _____

Describe the nature of the business and merchandise and/or services offered: _____

Will merchandise be delivered at time of sale, if not how will it be delivered? _____

Will you require cash deposits, take orders for Cash on Delivery purchases, or require contract of agreement to finance sale of goods? _____ If "Yes", please list amount of average sale: _____

The following questions must be answered as part of this Transient Merchant Application:

Will your business use, handle, or store any of the following materials?
 (Check all that apply and give maximum quantity)

| CHECK | MATERIAL | QUANTITY |
|--------------------------|---|----------|
| <input type="checkbox"/> | Explosives | |
| <input type="checkbox"/> | Compressed Gases | |
| <input type="checkbox"/> | Flammable Gases | |
| <input type="checkbox"/> | Cryogenic Materials | |
| <input type="checkbox"/> | Flammable Liquids | |
| <input type="checkbox"/> | Combustible Liquids | |
| <input type="checkbox"/> | Petroleum Products | |
| <input type="checkbox"/> | Solvents - Acetone, Thinners, Xylenes, Reducers, ect... | |
| <input type="checkbox"/> | Flammable or Combustible Solids | |
| <input type="checkbox"/> | Unstable or Reactive Materials | |
| <input type="checkbox"/> | Oxidizers | |
| <input type="checkbox"/> | Poisons or toxic Materials | |
| <input type="checkbox"/> | Carcinogens | |
| <input type="checkbox"/> | Pesticides or Herbicides | |
| <input type="checkbox"/> | Radioactive Materials | |
| <input type="checkbox"/> | Corrosives or Acids | |
| <input type="checkbox"/> | Materials discharged into the sewer with a pH of 5 or below | |
| <input type="checkbox"/> | Materials which contain, or may contain Heavy Metals | |
| <input type="checkbox"/> | Large quantities of chemicals | |

Yes No

- Will your business be cooking, (baking/deep frying/grilling), or operating any type of restaurant or sandwich shop?
- Will an open flame or welding device be utilized?
- Will you be conducting painting, spray finishing, dipping, or powder coating?
- Will you be washing vehicles or equipment?
- Will you be maintaining vehicles or equipment?
- Will you be using a parts washer or power washing equipment or tools?
- Will your business be discharging materials other than sewage into the City sewer system?
- Will your business/facility use any type of treatment system such as baths, separators, sumps, coalescer, or a grease trap?

You are required to answer the questions listed above. If you check any of the materials above, or answer 'YES' to any of these questions, the Rock Springs Fire Department, and the Waste Water Treatment Plant/Special Projects & Programs Coordinator must approve your application.

Vehicle Information (list all vehicles used by applicant(s) associated with the merchandising of goods or services)

| | | |
|-------------|--------------|-------------------------|
| Make: _____ | Model: _____ | License # & State _____ |
| Make: _____ | Model: _____ | License # & State _____ |
| Make: _____ | Model: _____ | License # & State _____ |
| Make: _____ | Model: _____ | License # & State _____ |
| Make: _____ | Model: _____ | License # & State _____ |
| Make: _____ | Model: _____ | License # & State _____ |
| Make: _____ | Model: _____ | License # & State _____ |

Number of Additional Sales Persons: _____

Please see Peddler Employee Information Sheets (attached) to provide salesperson information

- Approval Letter From Property Owner Copy of Driver's License For Each Sales Person
- Site Plan (If Applicable)

1. No Licensee under section 10-310 under City Ordinances shall establish a business location within 35 feet of the curb or shoulders of any street, alley or highway not within 200 feet of any intersection regulated by a traffic control device, nor upon any unpaved lot.

2. No licensee or his employees or agent shall be permitted to live in any tent, trailer, camper or other living quarters on site.

3. No transient vendor shall be positioned such that it blocks or impedes building exits or vehicle access.

An approved portable fire extinguisher shall be provided by each food vendor.

10-310 Prohibited Practices.

(a) A Transient Merchant shall be prohibited from: calling at any dwelling or other place between the hours of 9 P.M. and 9 A.M. except by appointment; calling at any dwelling or other place where a sign is displayed bearing words "No Peddlers," "No Solicitors" or words of similar meaning; calling at the rear door of any dwelling place; or remaining on any premises after being asked to leave by the owner, occupant or other person having authority over such premises.

I, the undersigned, have read the foregoing application and know the contents thereof; that all entries hereon and contained in each statement and made a part hereof, are true and correct, and in accordance with the City of Rock Springs.

Printed Name of Applicant _____

Applicant Signature _____

Date _____

TRANSIENT MERCHANT EMPLOYEE INFORMATION FOR:

Employee Name _____

Physical Residential Address _____

Have you ever been convicted of any crime, misdemeanor, or violation of Municipal Law? _____

If "Yes", please describe to include infraction, location, date, and penalty. _____

By signing this document, I attest that the information I have provided is true and correct.

Signed

Date

TRANSIENT MERCHANT EMPLOYEE INFORMATION FOR:

Employee Name _____

Physical Residential Address _____

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Employee Name _____

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TRANSIENT MERCHANT EMPLOYEE INFORMATION FOR: _____

Employee Name _____

Physical Residential Address _____

Have you ever been convicted of any crime, misdemeanor, or violation of Municipal Law? _____

If "Yes", please describe to include infraction, location, date, and penalty. _____

By signing this document, I attest that the information I have provided is true and correct.

Please make additional copies if necessary for more employees

Approved

Denied

Date

Zoning Administrator

Fire Inspector

Industrial Pre-Treatment
Coordinator

RSPD
