

City of Mattoon

Application for Transient Merchant or Itinerant Vendor License or Permit

1. Applicant's Name _____
2. Permanent Business Address (include street address) _____

3. Residence address of the principal (and, if applicant is a corporation, the residence addresses of its officers) _____

4. Phone Number _____
5. Driver's License Number _____
6. The location at which the applicant intends to conduct business _____
7. The nature of the business the applicant intends to conduct _____
8. Attach a copy of the applicant's certificate of registration under the Illinois Retailers' Occupation Tax Act.
9. Attach a complete inventory of goods the applicant intends to offer for sale.
10. Attach a list of all licenses to conduct business as a transient merchant or an itinerant vendor obtained by the applicant in Illinois in the 12 months preceding the date of filing this application.
11. Deliver a surety bond or make a cash deposit at the time of application unless waived by the unit of local government of which the licensing agency is a branch. The amount of the bond or deposit shall be equal to 50% of the wholesale value of the merchandise that the applicant intends to offer for sale; however, the amount of the bond or deposit shall not be less than \$1,000 nor more than \$10,000.

[All required bonds shall executed by two sureties, or a surety company, and be subject to the approval of the City Attorney. Where policies of insurance are required, such policies shall be approved as to substance and form by the City Attorney. Satisfactory evidence of coverage by bond or insurance shall be filed with the city before the license or permit is issued.]

[The deposit or bond shall be transferred to the Attorney General of Illinois within 14 days after the applicant ceases to do business in its jurisdiction and the Attorney General shall hold such deposit or bond for 2 years for the benefit of any person who suffers loss or damage as a result of the purchase of merchandise from said person licensed under the Act or the result of the negligent or intentionally tortuous act of the person licensed under this Act.]

12. The license shall expire under this Act on December 31 of the year it was issued, unless otherwise specified. Valid from _____ to _____

13. Collection of the appropriate fees will be due at the time of application. \$ _____

[The fee required for any license or permit shall be paid at the office of the City Clerk before the granting of the license or permit. No fee paid shall be refunded unless the license or permit is denied. Where over half the license year has expired the license fee for the remainder of the license year shall be one-half of the annual license fee.]

14. Attach copy of lease agreement for this location, if applicable.

15. List dates of operation _____

“Warning to applicant. This application must be fully and accurately completed. False or misleading statements may subject applicant to the penalties of perjury in addition to other penalties provided by law.”

Applicant’s Signature

State of _____

County of _____

Subscribed and sworn to before me this

_____ day of _____, 20____ by _____.

Notary Public