

CITY OF SPRINGFIELD, OREGON

225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH:(541)726-3753 • FAX: (541)726-3689



TRANSIENT MERCHANT

APPLICATION FEE: \$18.38 per day (*Includes 5% tech fee) All fees are non-refundable

BUSINESS INFORMATION							
Name of business or event and/or type of sale:				Please describe what you will be selling.			
Address of location of event or sale: (Required)							
Hours of operation:				Fee of event per day:			
Date(s) of event or sale:		Total number of days:		Will you be working at this location throughout the year? If yes, please indicate the time frame.			
Describe the device used in selling your goods:							
BUSINESS OWNER AND CONTACT INFORMATION							
Applicant's Full Name:				Date of Birth:		Phone #:	
Residence Address (No P.O. Box)							
Mailing address if different from above:							
Email Address:				Federal Tax ID#		State of Oregon Registry #	
PROPERTY OWNER'S INFORMATION							
Written permission to use property is required from the property owner, by signature of this form, I have authorized applicant to use of property on dates indicated above.							
Property Owner's Name:				Property Owner's Contact # : ()			
Property Owner's Address:				Dates for use of property _____ to _____		Total number of days:	
Property Owner's Name (Please Print)			Signature of Property Owner:			Date Signed:	
ADDITIONAL INFORMATION							
Will a sign be used: NO <input type="checkbox"/> YES <input type="checkbox"/> (Signs, if used, must conform to Section 6 of the Transient Merchant License Standards.)							
Will tents or other membrane structures be used: NO <input type="checkbox"/> YES <input type="checkbox"/>							
Please indicate size of the tent or membrane structure.							
(A permit will be required for tent or other membrane structure over 1500 sq ft.) Please see Fire Marshal's Office							
SIGNATURE AND INFORMATION							
The information provided on this form is true and complete to the best of my knowledge. I also acknowledge receipt of a copy of the Transient Merchant License Standards.							
Applicant's Name (Please Print)				Applicant's Signature			
Date				Phone Number			
Payment must accompany application. Make check payable to: City of Springfield							
Mailing Address: City of Springfield, Business Licensing, 225 Fifth Street, Springfield, OR 97477							
FOR OFFICE USE ONLY							
Date Received		Amount Paid		Cash <input type="checkbox"/> Check <input type="checkbox"/> Charge <input type="checkbox"/>	Receipt Number		Received by:
Comments:							
For Office Use Only: License # _____							

TRANSIENT MERCHANT LICENSE STANDARDS

The following is required for Transient Merchant Licenses to be issued:

1. Written permission from the owner of the property allowing the use is required.
2. All sales shall occur entirely on private property (i.e. not on City right-of-way)
3. All display areas and signs on the property shall be located outside the required 25 foot vision clearance triangle.
4. The transient merchant's location shall not occupy or block any parking spaces or landscaped area required of the established business on the property. *This includes signs as well.*
5. There shall be room to pull vehicles off the roadway so that hazardous traffic conditions are not created. Once off the roadway, there must be adequate room for vehicles to park. Parking shall occur on approved paved surfaces.
6. No exposed power cord shall cross a pedestrian access lane. No power cords shall pass a vehicle travel lane. No hard-wired connection allowed.
7. Signs, if used, shall be no larger than 8 feet high and have no more than 32 square feet of sign face. One sign is permitted per street frontage. Signs shall not be placed on building walls or be permanently affixed to the ground. Signs shall not be permitted on utility poles or trees. Signs shall not be placed on the city right-of-way (i.e. sidewalk, street, park-strip). If additional signage is desired, a permit will be required. Staff can assist with the appropriate application.
8. Temporary Membrane Structures and Tents shall comply with the **Technical Advisory on the Anchorage of Tents – TA 14-02**. Contact Eugene-Springfield Fire for additional information at (541) 682-5411.
9. Transient Merchant Licenses can only be approved if the above standards are satisfied and the property is zoned **CC**-Community Commercial or **MRC**-Major Retail Commercial, **MUC** – Mixed Use Commercial or **PLO** – Public Land and Open Space. Please check with Planning, if you are unsure of the zoning.

