



TRANSIENT MERCHANT APPLICATION

APPLICATION FEE: \$ 18.90 per Day (Includes a 5% technology fee)

All fees are non-refundable

BUSINESS INFORMATION		
Name of Business:	What you will be selling?	
Address of Location: (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 Number:	
Residence Address: (No P.O. Box)	City:	State:	Zip:
Mailing Address: <input type="checkbox"/> Same as above	City:	State:	Zip:
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 the applicant to use the property on dates indicated above.	
Property Owner's Name:	Property Owner's Contact Number:
Property Owner's Mailing Address:	Property Owner's Email Address:
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"/>
Indicate size of the tent or membrane structure: A permit will be required for tent or other membrane structure over 1500 sq. ft. Contact the Fire Marshal's Office at 541-682-5411

SIGNATURE AND INFORMATION	
Please note that we require a minimum of two (2) week to process the application. Incomplete information will delay the review process.	
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)	Date:
Applicant's Signature:	Phone Number:
Payment must be submitted with application. Make checks payable to: City of Springfield	
Mailing Address: City of Springfield, Business Licensing, 225 Fifth Street, Springfield, OR 97477	

The Business License year is July 1st through June 30th of each year (Fiscal Year). Applications during the business year are not pro-rated and are subject to the entire fee. A penalty of \$10.00 or ten percent of the license fee, whichever is greater, shall accrue for each month a business has operated without obtaining a business license. All Business Licenses are subject to a 5% technology fee. All fees are non-refundable and no license is transferable.



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.

TRANSIENT MERCHANT Minimum Site Plot Plan Requirements

Show:

- ♦ Indicate property lines, parking spaces (we'll need to verify that there is adequate parking for the proposed use and any existing uses on site), public streets, walkways, travel lanes and driveways, including widths and driveway throat depths (minimum 24' driveway widths and 18' throat depths will be required) and location of nearest fire hydrant.
- ♦ North Arrow.
- ♦ All existing structures and buildings and the location of any proposed structures, tents, canopies etc. (These may require additional permits)
- ♦ Dimensions of the sales and storage areas with proximity to property lines and buildings.
- ♦ Generators.
- ♦ Please indicate set-up for booth and/or vendor, Ingress/Egress.
- ♦ In addition, an aerial photo with the approximate location of setup would be helpful in expediting this review process.

NOTE: If current site plan is denied a new site plan will need to be submitted, which will prolong the review process.

