

**City Council**

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**Mayor**  
Carla J. Filkins

**Mayor Pro-Tem**  
Shari Spoelman

**Councilmembers**  
Tiyi Schippers  
John Meinhardt  
Robert J. Engels

**APPLICATION FOR BUSINESS LICENSE OR PEDDLER/SOLICITOR/TRANSIENT  
MERCHANT PERMIT (VENDING ON PRIVATE PROPERTY AND/OR VENDING OF  
NON-FOOD GOODS & WARES)**

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

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

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Driver's License No. \_\_\_\_\_

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

Are you the: OWNER \_\_\_\_\_ CO-OWNER \_\_\_\_\_ OTHER \_\_\_\_\_

Have you ever been convicted of any crime, felony, misdemeanor, or violation of any municipal, state or federal law? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZATION TO RELEASE: I hereby authorize the release of all criminal history on file at the Michigan State Police Central Records Division that pertains to me. Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Business Information**

Name of Business: \_\_\_\_\_

Any assumed business names under which you intend to do business? If so, please list: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

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

Nature of business and the goods, wares, merchandise, and/or services for sale or offered (additional pages may be attached):

Food (Please describe: \_\_\_\_\_)

Other (Please describe: \_\_\_\_\_)

Proposed Locations:

Non-City owned property (Please specify: \_\_\_\_\_  
\_\_\_\_\_)

City-owned property<sup>1</sup>

**(Private Property Sales Only)** Does applicant business also own or occupy a commercial premise within the City? Yes \_\_\_\_\_ No \_\_\_\_\_

Method of Sale:

Fixed Building (Business License under City Code Section 10-21(a))

Peddling/vending (Peddler Solicitor Transient Merchant Permit under City Code Section 10-21(b))(e.g. by foot, pushcart, vehicle, etc.): \_\_\_\_\_  
\_\_\_\_\_

If vehicle or other conveyance is to be used, please describe the vehicle: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Vehicle ID #: \_\_\_\_\_

Date of expiration of last license/permit (if applicable): \_\_\_\_\_

If a vehicle is to be used, have the operator(s) ever had a driving license revoked, suspended or denied in the last three years?

<sup>1</sup> With respect to City-owned property, this application only applies to non-food vending. If you are applying for food vending on City-owned property please use the Application For Peddler/Solicitor/Transient Merchant Permit (Food Vending On City Directed Sale Locations) form.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please  
explain: \_\_\_\_\_

Have you ever had a license or permit required by the City of Cadillac or any other state or  
municipal authority revoked, suspended or denied in the last three years?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please  
explain: \_\_\_\_\_

Proposed Days of Business/Hours of Operation: \_\_\_\_\_

Please describe the nature and character of any proposed advertising for the business:

\_\_\_\_\_  
\_\_\_\_\_

Is this a group license? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please note all other employees who will be  
involved in the business:

1. Full Name: \_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

2. Full Name: \_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_\_ Driver's License # \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

NOTE: If there are additional employees who will be working under this group license, please  
attach a separate sheet of paper with all required information as indicated above for each additional  
employee, and attach it to the application. The signature of each employee is required to authorize  
release of all criminal history on file at the Michigan Central Records Division that pertains to  
him/her. Refusal by any employee to give his/her signature for this purpose will result in the  
automatic denial of this application.

Before a license can be issued, the following information must be attached to the application:

1. A copy of a valid current state sales tax license, or if exempt, a copy of a current exemption certificate, if required for goods sold.
2. A health card or its equivalent issued by either the county health department or other regulatory agency if food is to be sold.
3. If a motor vehicle is to be used, a copy of the proof of insurance for each car in the appropriate minimal amount.
4. A copy of Commercial General Liability Insurance or equivalent for your business.
5. A two-inch by two-inch picture of all persons licensed under Chapter 28 of the Cadillac City Code and each and every one of their agents or employees.
6. If the business operation involves the use of a cart, stand, booth or other similar structure or fixture to be placed upon the property of another, evidence that the legal owner of that property has consented to the use of the property for that purpose.
7. If the nature and character of the business requires a federal, state, or county license or approval, proof that such license or approval has been obtained and the expiration date of such license or approval.
8. If you are peddling your own goods, are an honorably discharged member of the U.S. Armed Forces and a veteran of any war in which the United States of America has been a participant, please attach a copy of a certificate of honorable discharge from the military, which also shows that you are a veteran of a war.

**I HEREBY AUTHORIZE THE RELEASE OF ALL CRIMINAL HISTORY ON FILE AT THE MICHIGAN STATE POLICE CENTRAL RECORDS DIVISION THAT PERTAINS TO ME. I ALSO HEREBY SWEAR THAT ALL STATEMENTS MADE FOR THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND I AGREE TO OBSERVE ALL CITY OF CADILLAC, STATE OF MICHIGAN AND FEDERAL LAWS AND ORDINANCES THAT PERTAIN TO THE CONDUCT AND OPERATION OF THIS BUSINESS. I UNDERSTAND THAT UPON APPROVAL OF MY APPLICATION FOR LICENSING, ALL PERSONS LICENSED UNDER CHAPTER 10 OF THE CITY CODE, AND EACH AND EVERY ONE OF THEIR AGENTS OR EMPLOYEES SHALL PROVIDE A PHOTOGRAPH OF HIMSELF OR HERSELF, WHICH SHALL BE AT LEAST A TWO-INCH BY TWO INCH PICTURE SHOWING THE FACE OF THE PERSON IN A FORM SUITABLE FOR ATTACHMENT TO THE LICENSE UPON ITS**

**ISSUANCE. THE LICENSE SHALL THEN BE DISPLAYED IN A PROMINENT LOCATION AT ALL TIMES.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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<b>Business Licenses under Section 10-21(a)</b>	
New Business License Application Fee	\$100
Annual Business License Renewal Fee	\$50

<b>Peddler, Solicitors and Transient Merchant Permits under Section 10-21(b)</b>	
<u>Mobile Carts, Stands, Tables, or Any Similar Device That Is Not Self-Propelled Vending Any Food Items</u>	
<ul style="list-style-type: none"> <li>• City Directed Food Vending Locations (Section 10-37).</li> </ul>	Minimum \$500 bid
<ul style="list-style-type: none"> <li>• Food Vending on Private Property.</li> </ul>	\$300
<ul style="list-style-type: none"> <li>• Food Vending on Private Property by a person who also owns or occupies a commercial premise within the City.</li> </ul>	\$0
<u>All other Peddlers, Solicitors and Transient Merchants Vending Any Food Items From Any Vehicle Propelled by a Motor</u>	
<ul style="list-style-type: none"> <li>• City Directed Food Vending Locations (Section 10-37).</li> </ul>	Minimum \$1,225 bid
<ul style="list-style-type: none"> <li>• Food Vending on Private Property.</li> </ul>	\$725
<ul style="list-style-type: none"> <li>• Food Vending on Private Property by a person who also owns or occupies a commercial premise within the City.</li> </ul>	\$0
<ul style="list-style-type: none"> <li>• Vending prepackaged or prepared food items (like ice cream) from a vehicle on public or private property that is not stationary for more than 15 minutes.</li> </ul>	\$50
<u>Peddlers, Solicitors and Transient Merchants Selling Any Goods or Services Other Than Food.</u>	
	\$35