



## Vendor/Transient Merchant Application Checklist

- Peddler/Transient Merchant/Vendor Application completed in full
- (If on private property) Letter of Consent from property owner
- Copy of Certificate of Liability Insurance
- Copy of any applicable State/County Licenses
- City of Hastings Release of Information AND Investigation form
  - Release of Information Notarized
  - Colored copy of State ID/DL to accompany these forms
- Completed Workers Compensation Information form
- Signed Acknowledgement of Review of Ordinance form (Chapter 115: Peddlers and Solicitors)
- Appropriate fees paid
  - \$25 Background investigation fee (must be paid when application is turned in; allow 7-10 business days for results)
  - License fee (\$30/day; \$100/month; \$225/year – may be paid when application is turned in OR when actual license is issued after background investigation results come in)