

Information Needed (etrakit.cstx.gov)

- Every itinerant vendor must have a non-transferable permit issued by the City Planning and Development Services Department.
- An applicant shall apply for an I-Vendor permit on a City-issued form that shall be submitted with the following information:
- Name of the applicant
- Legal name of the business entity, if any, state of incorporation, filing of partnership or articles of association
- Local phone number
- Permanent business location, address and phone number
- Applicant's date of birth
- If the action is to be a solicitation of funds, then a description of that purpose will be set out in the application
- A list of the kind, amount, and character of goods or services to be sold or distributed
- An application fee needs to be submitted for an I-Vendor permit.

Documents Needed

- Sales tax number with a copy of sales tax permit or 501(c)(3) documentation
- Signed permission from the private property owner or owner's representative to utilize the property as proposed.
- Graphic showing the location of activity on the proposed property with information as requested on the application.
- Copy of Driver's license/ID
- A statement under oath (acceptable photo identification required) listing each individual applicant's convictions in any state, the United States or U.S. possession within the last five years; (Itinerant Vendor Notary Page)
- For food sales, proof of compliance with the County Health Department's regulations shall be provided
- A bond in the sum of not less than \$1,000.00, executed by the itinerant vendor, with two or more good and sufficient sureties satisfactory to the Finance Director, which bond shall be payable to the City to cover the cost for cleaning debris caused by such temporary use, including the cost of any required City services, and potential damage or injury to property. The bond shall be valid for a period of no less than 30 days after the applicant terminates the temporary use. The City may use the bond for cleanup and repair of either City property or debris removal from the private property necessitated or caused by the applicant's permitted use.
- A signed statement that a business recognizes any individual operating under its permit as an employee and not as an independent contractor and accepts the responsibilities imposed by State law for the acts of its employees.