



**CITY OF
PORTLAND
TEXAS**

**Permit or Registration Application
Vendors/Solicitors**

1. Name: _____

Attach a certified copy of any assumed name certificate and/or corporate or other legal organization charter of record, together with proof of your authority to act in behalf of said entity. (Mark as attachment #1)
2. Business Address and Phone number: _____

3. Attach a list of persons engaged in the business in Portland indicating the name, address, and telephone number of individuals who will engage in the business operations in the City of Portland. (Mark as attachment #2)
4. Description of the type of goods or services to be offered for sale or rental: _____

5. Attach a description of the location of the business for which the permit application is filed, including proposed routes for mobile street vendors. (Mark as Attachment #3)
6. License number of motor vehicles to be used in the operation of the business in the City: _____

7. Applicant shall provide:
 - (a) An identification card, no larger than 3" by 3", displaying a photograph (or together with an additional photograph identification card, similar to a current driver's license to be used with the identification card required hereby) for each individual representative of the applicant who will be engaged in the business for which application for a permit is made. The identification card required hereby shall contain the name of the individual representative, the permanent resident address of the individual making the application for permit.

- (b) A description and photograph or drawing with construction plans and specifications of any vending unit to be used in the business for which the permit application is filed.
- (c) Proof of general comprehensive business liability insurance policy, issued by an insurance company authorized to do business in the State of Texas, protecting and indemnifying the applicant and the City from all claims for damages to property and for bodily injury, including death, which may arise from operation under or in connection with the requested permit. Such insurance shall name the City as an additional insured, shall provide that no termination or cancellation will be effective without prior written notice to the City and shall provide liability protections in the following minimum amounts: One hundred thousand dollars (\$100,000.00) per person and three hundred thousand dollars (\$300,00.00) per occurrence for bodily injury and fifty thousand dollars (\$50,000.00) per occurrence for property damage. An indemnity agreement protecting and indemnifying the City against all such claims may be substituted for the insurance policy herein required in the case of parade vendor permits valid only for such parade events and issued under the provisions Section 15-17 of the ordinance.
- (d) Proof of state sales tax certificate, if applicable, and compliance with all other applicable state and federal requirements (including proof of Interstate Commerce status) for the particular business for which a permit is requested.
- (e) Bond in the amount of ten thousand dollars (\$10,000) if applicable to Section 15-8.
- (f) Permit fee in accordance with Section 15-9, to wit:

One-time Permits:

\$25.00 per person

\$25.00 plus \$10 for each multi-person permit

Annual Permits:

\$275 per person

\$275 plus \$10 for each multi-person permit

PERMITS VALID FOR THIRTY (30) DAYS-MAXIMUM NINETY (90) DAYS.

I hereby verify that I have received and that I have read the conditions and stipulations of Ordinance No. 868, governing the action and operation of Peddlers, Vendors, Itinerant Merchants and Solicitors for which activity I am making application for a permit.

Signature of Applicant: _____

Date: _____

Signature of Authorizing City Official: _____

Date: _____