

## TRANSIENT MERCHANT LICENSING PROCEDURE

1. City of Hood River provides to Applicant:
  - Application for Transient Merchant vending operation
  - HRMC 5.07 (new applicants only; not renewals)
  
2. Applicant to provide to the City of Hood River:
  - \_\_\_\_\_ Completed Application for Transient Merchant vending; signed
  - \_\_\_\_\_ \*Fee Paid – Class 1 \$298 / fee is non-refundable
  - \_\_\_\_\_ \*Fee Paid – Class 2 (\$77 - 1<sup>st</sup> 30 day period) (\$15 renewal fee - 30 day renewal) fee is non-refundable
  - \_\_\_\_\_ \*Fees for Inspection in addition to license fee – when required
    - Food Cart Inspection (food cooked with open flame) \$81
    - Annual Fireworks Booth Inspection (in addition to license fee) \$111
    - Annual Fireworks in Tent (in addition to license fee) \$141
    - Annual Fireworks Display (in addition to license fee) \$195
  - \_\_\_\_\_ Copy of picture ID for police criminal history inquiry
  - \_\_\_\_\_ Written approval by **OWNER** of property
  - \_\_\_\_\_ Certificate of Insurance of \$1,000,000 general liability naming City of Hood River as additional insured
  - \_\_\_\_\_ Map (sketch) of proposed vending area

When applicable these need to be provided by applicant:

- \_\_\_\_\_ Current Food Handlers License
  - \_\_\_\_\_ Fire Inspection 541-386-3939 Ext. 2
  - \_\_\_\_\_ Proof of County Health Inspection of Food Cart, County Health Dept 541-386-1115
  - \_\_\_\_\_ Other
3. City forwards copy of picture ID to police for background check.  
Note: Signature required as to recommendation from Chief of Police
  
  4. Forward application to Fire Chief for recommendation
  
  5. Transient Merchant license issuance letter should accompany license (Rules of Transient Merchant License)

**Note:**

A license to a **Class 1** transient merchant is issued for a single period per calendar year, not to exceed 180 consecutive days, with no renewals or extensions. The use of City utilities (**water, storm sewer or sanitary sewer**)

A license to a **Class 2** transient merchant is issued for a period of 30 consecutive days, with a maximum of 5 renewals (if no changes) per calendar year (maximum 180 days).

**Routing to various departments can be done at weekly Staff Meetings Tuesday at 1:30pm**