



211 Second Street, Hood River, Oregon 97031  
Phone: 541-387-5212 • Fax: 541-387-5289 • Email: [jennifer@ci.hood-river.or.us](mailto:jennifer@ci.hood-river.or.us)

**TRANSIENT MERCHANT LICENSE APPLICATION (Class 1)**

HRMC 5.07 / \$298 Fee (non-refundable)

Inspection Fees May Apply (see below)

Applicant Name: \_\_\_\_\_

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

Product(s) to be Sold: \_\_\_\_\_

Names of any partners or other owners of your business: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

On site phone number: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_

Any prior applications? Yes/No Year: \_\_\_\_\_

Street address of premises from which transient business will be conducted: \_\_\_\_\_

Name & Address of Property Owner: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

*Written permission from property owner allowing you to use the property must be provided. Attach to application.*

Full Description of Business: \_\_\_\_\_  
\_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Hours of Business: \_\_\_\_\_

Type of structures to be used, including type and license # and state of any trailers or vehicles:  
\_\_\_\_\_  
\_\_\_\_\_

All structures must be removed at the end of license term.

- **Attach a sketch of your proposed site area**, including relevant dimensions, types of surfaces, property lines, structures, streets and sidewalks, crosswalks, bus stops, driveways ,exact location of on-site and adjacent parking, trash receptacles, signs and traffic flow, & location of utility sources.

Names of employees:

---

---

- **Attach proof of workers' compensation coverage**
- **Attach copies of Identification of owner, partners and employees at your establishment**
- **Attach copies of applicable food handlers permits**
- **Attach proof of comprehensive general liability insurance naming the City of Hood River as an additional insured**

**By signing this permit I am stating that I have read it in its entirety and agree to comply with all applicable ordinances, resolutions, and policies of the City of Hood River.** "I certify all information given on this application, and any supporting information, is true and complete. I hereby authorize the City of Hood River to make all necessary contacts and/or inquiries needed to check my background, and to ensure I qualify for this permit. I also hereby authorize the City of Hood River to conduct a criminal background check and obtain a copy of my criminal record, if any. All references are authorized to release to the City of Hood River all information requested which they might have about me. I hereby release all references and the City of Hood River from any liability which might be claimed because of information provided by such references or background checks."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

"Transient merchant" includes any person who offers food, beverages, produce, merchandise, a service, or other thing of value for sale within the city on a temporary or seasonal basis. The following classes of transient merchants are hereby established:

**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.**

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).

**Utility Source - Means of connecting to Source**

Water: \_\_\_\_\_ Sewer: \_\_\_\_\_  
Electrical: \_\_\_\_\_ Gas/Propane: \_\_\_\_\_  
Other: \_\_\_\_\_

NOTE: Additional information may be requested to complete review of this application. A separate fee will be charged if inspection by the Fire Marshal or Building Official is required.

**Transient Merchant Inspection Fees – Fire Department**

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

\*\*\*\*\*

**TO BE COMPLETED BY THE CITY**

OFFICE USE ONLY	DEPARTMENT	RECOMMENDATIONS/NOTES	SIGNATURE
	POLICE DEPARTMENT		
	PUBLIC WORKS		
	PLANNING DEPARTMENT	Zoning: Map & Tax Lot Number:	
	FIRE DEPARTMENT		
	FIRE MARSHAL		
LIABILITY INSURANCE: YES NO      SITE PLAN / MAPS: YES NO			
OLCC PERMIT REQUIRED: YES NO			
<b>FEES: (\$293) _____ FIRE/EMT FEES: _____ RECEIPT #/PERMIT#: _____</b> <b>None Refundable                      When Required</b>			
APPLICATION RECEIVED BY:		DATE:	
PERMIT ISSUED BY:		DATE:	
PERMIT REQUEST: APPROVED APPROVED WITH CONDITIONS:		PERMIT REQUEST: DENIED REASON(S) FOR DENIAL:	
<p>HRMC 5.07.060. <b>Appeals</b> Any person whose application for a license has been denied, whose license has been issued subject to conditions, who disagrees with the transient merchant class assigned to the application, or whose license has been subsequently revoked, may appeal the decision to the City Manager. The City Manager's decision may be appealed to the City Council. The appeals shall be filed within five (5) days of the date of the decision from which the appeal is being made and shall be filed with the City Recorder. No business shall be conducted during the pendency of the appeal. The fee for appeals shall be set by Council resolution. The Council shall schedule a hearing date that shall not be later than the second regular session following the filing of the written appeal with the City Recorder, and shall notify the applicant of the date and time that the applicant may appear either in person or by a representative.</p>			
<b>THIS COMPLETED AND APPROVED APPLICATION ALSO SERVES AS THE OFFICIAL SPECIAL EVENT PERMIT.</b>			