



TRANSIENT MERCHANT LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
 200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
 (414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV
 WWW.MILWAUKEE.GOV/LICENSE

Who Needs a Transient Merchant License?

A transient merchant means any person, partnership, corporation or limited liability company that engages in the business of purchasing or selling merchandise at any fixed place in the city temporarily and who does not intend to become a permanent merchant of the City of Milwaukee.

License Period:

Event Specific; not to exceed 1 year

Exemptions:

A Transient Merchant License is not required of any of the following:

- ▶ A person who delivers or sells newspapers.
- ▶ A merchant or merchant's employee who takes orders for or delivers goods at the houses of customers when the goods are held in stock at an established place of business in the city.
- ▶ A person who purchases or sells comic books or collectible toys.
- ▶ A farmer or truck gardener who sells or disposes of, or offers to sell or dispose of, the products of farm or garden occupied and cultivated by the farmer or truck gardener.
- ▶ A licensed food peddler.
- ▶ A registered auctioneer.
- ▶ An artist who offers for sale creations of art or craft, whether paintings, drawings, photographs, pottery, leather goods or similar works of art, provided that such creations may be sold only by the creating artist and only in locations deemed appropriate by Common Council resolution.
- ▶ Any member of a trade show or convention being held at the Wisconsin Center District.
- ▶ Any person, firm or corporation that is selling goods or taking orders on the Summerfest premises with the express written consent of the custodian of such premises.

Seller's Permit Exception:

If you are engaged in giving out free phones for a government program, however, you are not an option as a provider for a paid plan when the program expires, a seller's permit is NOT required.

Qualifications: Applicants must be 18 years of age or older.

Fee: \$140

Forms Needed:

Business Application ccl-bapp

Transient Merchant License Supplemental Application ccl-tm1

Transient Merchant License Bond ccl-tm2

Bond/Deposit Requirement:

A surety bond of \$5,000 is required. See attached bond form. In lieu of a bond, an applicant may submit a certified check in the amount of \$5,000 with the application. The certified check shall be returned to the transient merchant 30 days after the completion of his or her business activity in the city.

Background Investigation:

Fingerprinting is not required.

However, the application will be referred to the Milwaukee Police Department to complete a background investigation and investigation of the statements made in the application as soon as possible, but no later than 10 days following referral.

The City Clerk shall refuse to register the applicant if it is determined that:

- ▶ The application contains any material omission or inaccuracy.
- ▶ Complaint of material nature has been received against the applicant by authorities in another community where applicant conducted a similar business.
- ▶ Applicant was convicted of a crime or ordinance violation within the past 5 years, the nature of which is directly related to the applicant's fitness to buy or sell under the provisions of this section.



**TRANSIENT MERCHANT LICENSE
SUPPLEMENTAL APPLICATION**
OFFICE OF THE CITY CLERK LICENSE DIVISION
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Legal Entity Name:	
Address of Local Sale:	Local Sale Phone #:
Temporary Street Address (include city, state, zip code) of Applicant:	Temporary Phone #:
Nature of Business to be conducted: Provide a brief description of the items to be bought, sold, disposed or contracted for, and proposed method of delivery of goods, if applicable:	
Date(s) of Sale:	
Will you use a vehicle in your business? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your business utilize weighing or measuring devices? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state type and attach certificate from the sealer of weights and measures:	
Have you had a city of Milwaukee license denied or revoked in the past six months? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, for what reason(s)?	
Last location where applicant conducted a similar business:	
Place where applicant can be contacted at least 7 days after leaving the city of Milwaukee:	
Do you have knowledge of the city ordinances currently regulating transient merchants? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SUBMIT THIS FORM ALONG WITH THE "BUSINESS LICENSE APPLICATION"	

Office Use Only:

Initials _____ Filed _____ App # _____ Issued _____ License # _____

TRANSIENT MERCHANT LICENSE BOND

ccl-tm2 5/20/13

Bond # _____

Know all by these presents, that we, _____ as Principal,

and _____, lawfully doing business in the State of Wisconsin, as Surety are held and firmly bound unto the City of Milwaukee, Wisconsin in the penal sum of Five Thousand Dollars (\$5,000.00) for which sum well and truly to be paid, said Principal and Surety bind themselves jointly and severally, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20____

The condition of this obligation is such that,

Whereas, the above bounden _____ is desirous of obtaining a license from the City of Milwaukee, Wisconsin to carry on business as **Transient Merchant** in said City of Milwaukee, until the first day in January 20_____, (unless sooner revoked); and Whereas, such license has been granted;

Now, Therefore, if said _____ during the continuance of the license, shall duly comply with the laws of the state of Wisconsin affecting said business, and shall comply with all the requirements of the ordinances of the City of Milwaukee affecting said business, which ordinances are now in effect or may hereafter become effective, then this obligation shall be null and void, otherwise to be in full force and effect.

In presence of:

Signature of Witness for Principal Representative

Print Name of Principal Representative

By _____
Signature of Principal Representative

Signature of Witness for Attorney-In-Fact/Agent

Print Name of Attorney-In-Fact/Agent

By _____
Signature of Attorney-In-Fact/Agent

Corporations Operating with Seal, Please Affix

AFFIDAVIT

STATE OF WISCONSIN)
)ss
_____ County)

_____, being first duly sworn, on oath deposes and says that
he/she is Attorney In Fact/Agent of _____,
Surety on the attached bond executed by _____.

Affiant further deposes and says that no officer, official or employee of the City of Milwaukee has any interest, directly or indirectly, or is receiving any premium, commission, fee, or other thing of value on account of the sale or furnishing of said policy.

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public, State of Wisconsin
My Commission expires _____
Notary seal must be affixed