



City of Leavenworth
DEPARTMENT OF DEVELOPMENT SERVICES

PEDDLER'S PERMIT APPLICATION¹

This application must be filled out legibly, in black ink, either hand printed or typewritten

APPLICANT:

This party shall receive determinations and notices associated with this application, and shall be the City's point of contact for processing this application. If additional parties, please provide additional names and information as an attachment.

Last Name: _____ First Name: _____

Physical Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Business:

Name of Business: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

State Business License / UBI Number: _____

Number of persons, including owner(s), working in or for the business within the City: _____

REQUIREMENTS

All required information and fees must be submitted at time of application. Applications which do not include all of the required information and fees may be returned to the applicant.

FEES²:

- Application fee: \$50.00
Temporary Business License - one Month: \$25.00³

GENERAL INFORMATION:

- Peddler's Permits are subject to the requirements of Leavenworth Municipal Code (LMC) Chapter 5.21. The Code can be viewed online at www.cityofleavenworth.com. All drawing(s) must be on paper capable of being folded for storage in an 8 1/2" x 14" file, and become the property of the City of Leavenworth.

¹ This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

² Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application

³ Please note that a Peddler's Permit is required IN ADDITION TO a City Business License, unless the activities are specifically exempted from Business License requirements under LMC Title 5.

- The City Administrator or his/her designee shall review the application based on such issues as public safety, pedestrian and vehicular traffic, and public disturbance and noise concerns. The following minimum considerations and conditions shall apply in the review of this application:
 - **Peddling shall only be permitted in the residential portions (zones) of the city.**
 - Noise-making devices, except for such traditional activities as ice cream truck sales, shall not be allowed.
 - The license may be revoked if the activities of the license holder result in calls of complaint by residents in the community, or if the licensee violates conditions of the permit.
- **Include all of the following information and applicable drawings with your application.** Attach additional pages to provide complete information if needed. Electronic submittal of materials may be available at the discretion of the City. Please contact Development Services Department Staff for information:

1. Briefly describe your proposed business or activity: _____

2. What goods, wares, services, merchandise or articles are to be offered for sale? _____

3. What proposed route do you intend to travel to make your sales? (Attach a detailed map) _____

4. How do you propose to attract customers or make stops to sell your goods? _____

6. What dates and hours do you propose to operate your business? _____

7. Signage⁴. Please check applicable option:
- I will be using signage as part of my business. I am providing detailed, accurately colored, scaled drawing(s) of the proposed sign(s) showing the lettering styles, how and where the sign(s) will be mounted or displayed, and true and accurate color chips or accurate reproductions of all colors proposed to be used on the sign(s).
 - I will not be using signage.

I acknowledge that upon issuance of any permit by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. I acknowledge that the granting of a permit or an approval by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of construction, performance of construction and/or operation of the project. I have read and understand the application and have provided information truthfully to the best of my knowledge. I hereby certify that I have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

Applicant Signature(s) _____ Date: _____
 (If more than one applicant, please provide signatures of additional applicants on an attached page)



CITY OF LEAVENWORTH

New Renewal

TEMPORARY BUSINESS LICENSE APPLICATION

Business: _____ State UBI #: _____ Year: _____

Name of Business: _____

Type of Business (explain in detail, attach additional pages as needed): _____

Physical Address (where business will be conducted in Leavenworth): _____

Contractor License Number (if applicable) _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Business Owner:

Last Name: _____ First Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

TEMPORARY LICENSE FEE:

1 – 4 months	\$25 per month
<i>Start Date:</i>	<i>End Date:</i>

PAYABLE WHEN:

<p>1) Each annual license fee provided herein shall become due and payable no later than the expiration date established for the business by the Master License Service.</p> <p>2) The annual license fee amount may be prorated to accommodate the expiration date established by the MLS.</p> <p style="text-align: right;"><i>LMC 5.04.11</i></p>
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I have enclosed a check for fees payable to the City of Leavenworth in the amount of: _____

- Mail your remittance with this form to: City Clerk, PO Box 287, Leavenworth, WA 98826

I have read and understand the above application, and have provided information truthfully and to the best of my knowledge. I understand that in issuing any business license, the City of Leavenworth makes no representation that the use applied for will actually be conducted. I understand that my application will be evaluated to ensure compliance with the Leavenworth Municipal Code, and that I may be required to have a pre-application meeting with the Community Development Department.

Applicant's Signature and Title: _____ Date: _____

STAFF USE ONLY

Date Received: _____ License #: _____ Amount: _____

Received By: _____ Penalty: _____

Cash / Check #: _____ Receipt #: _____ Total \$: _____

Community Development Review and Approval:

Codes Administrator: _____ Planner: _____ Director: _____

Conditions of Approval: _____

Special Use Permit or License Needed? Yes No Number/Type: _____