



City of Leavenworth

700 Highway 2 / Post Office Box 287
Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429
Web: www.cityofleavenworth.com

Peddler Permit Application

Please print with blue or black ink or use auto-fill to complete.

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: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Business:

Business Name: _____ UBI Number: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Business Location Address: *(if different)* _____
Phone: _____ Email: _____
Number of persons 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.

- Complete/signed application
- Application fee - \$50 (subject to change. Check current rate & fee schedule)
- City of Leavenworth Business License Endorsement (added to state license through DOR portal)

General Information:

- Peddler Permits are subject to the requirements of Leavenworth Municipal Code (LMC) Chapter 5.21. The Code can be viewed online at <https://www.codepublishing.com/WA/Leavenworth/>. All drawing(s) must be on paper capable of being folded for storage in an 8 ½" x 14" file, and become the property of the City of Leavenworth.
- The City Administrator or his/her designee shall review the application based on such issues as public safety, pedestrian and vehicular traffic, parking, 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 zones of the city (RL-6, R8, MR).**
 - 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 Community Development 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. Signage¹. Please check applicable option:

- I will be using signage as part of my business. I am providing detailed, accurately colored, scaled drawings of the proposed signs, showing lettering styles, how and where the signs will be mounted or displayed, and true and accurate reproductions of all colors proposed to be used on the signs.
- I will not be using signage.

Acknowledgements:

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.

I understand and acknowledge that the City may require additional information and my apply conditions on this permit if approved.

Applicant Signature: _____ Date: _____

Business Owner Signature: _____ Date: _____

¹Please consult the Sign Code in **Chapter 14.10 of the Leavenworth Municipal Code** for information. This information is also available online at <https://www.codepublishing.com/WA/Leavenworth/>