



CITY OF BUCKLEY ♦ PO BOX 1960 ♦ BUCKLEY, WA 98321
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www.cityofbuckley.com

SEASONAL/TEMPORARY SALES LICENSE APPLICATION

BUSINESS NAME: _____

TYPE OF BUSINESS (DESCRIPTION): _____

REQUESTED DATE(S): _____

LOCATION OF THE SALES: _____

OWNER/CONTACT: _____

BUSINESS & MAILING ADDRESS: _____

BUSINESS PHONE #: _____ **FAX #:** _____

EMAIL: _____ **STATE UBI #:** _____

- *Buckley sales tax reporting code: 2702*

Fee: Temporary/Seasonal Sales License (valid for no more than 120 days per calendar year)
\$25.00 or \$30.00 if connecting to City utilities

Owner/Authorized Signature: _____ **Date:** _____

General Regulations for Seasonal/Temporary Sales:

1. All temporary sales businesses shall obtain, prior to the conduct of the business or occupancy of any site, all required City permits, licenses or other approvals, including food handling permits from PCDOH, if required.
2. Vendors shall be responsible for set up, take down, and clean up of their area and upon completion or removal of the temporary sales business, all canopies, shelters, debris, litter or other evidence of the temporary sales business shall be removed.
3. Parking for vendors utilizing the Saturday Market shall be to an assigned area as designated by the City.
4. If the temporary sales business is utilizing a vendor stall at the Saturday Market, a fee of \$25/vending stall shall be charged for the season, which will be used to pay for signage, toilets, advertising and garbage pick up and removal.
5. Hours of operation shall be limited so as to protect the public from unnecessary noise, light and traffic congestion.
6. In conducting sales, the applicant shall comply with all state and federal laws, and all City ordinances and resolutions which are applicable to the use or the conduct thereof.
7. Each site occupied temporary sales must provide safe and efficient interior circulation and ingress and egress from a public right-of-way.
8. In the event that a temporary sales business is conducted within an established parking area, no more than 25 percent of the parking spaces may be occupied by or devoted to the temporary sales business use.
9. No temporary sales shall occupy or be conducted on public rights-of-way, parks or other public lands in any manner unless specifically approved by the City Council. In the event that such occupation or use is authorized, the applicant may be required to furnish liability insurance with the City as a named insured, in an amount to be determined by the City Administrator commensurate with the risk associated with the conduct of the temporary sales business.
10. All signs used in connection with any temporary sales business shall comply with the applicable sign regulations of the City.
11. The licensee shall maintain a current state retail sales tax number on file with the City for the duration of the temporary business.
12. No temporary sales business shall adversely impact the public health, safety, or convenience, or create traffic hazards or congestion, or otherwise interrupt or interfere with the normal conduct of uses and activities in the vicinity.
13. All personnel engaged in the temporary sales business shall remain fully clothed at all times and shall be neat and orderly in appearance.
14. Temporary sales businesses shall not use loud speakers or other mechanical or audio devices which project sound beyond the area occupied by the temporary business. Vendors shall not yell, shout or hawk their goods or services in such a manner that sound is audible beyond the immediate premises on which the temporary sales business is conducted.
15. The City Administrator may impose other regulations reasonably related to the health, safety and welfare of the citizens of the City before the granting of a temporary sales business license.

*****CITY USE ONLY*****CITY USE ONLY*****CITY USE ONLY*****

City Clerk Approval: Yes No Initials: _____
 Temporary Sales License # _____ Issued On _____