



## **Instructions for Vendor's License**

(Street, Food and Ice Cream)

Incomplete applications will **NOT** be accepted

Submit the completed **Vendor's License Application** to the City of Inkster Clerk's Office with the following:

- NON-REFUNDABLE Application Fee  
(Cash, check or money order to City of Inkster)
- Two 2" x 2" passport size photos, (including head and shoulders) taken within the last 60 days.
- Health Department Permit (if peddling pre-packaged food products)<sup>1</sup>
- Copy of Michigan Sales Tax Certificate (**if exempt, attach a copy of a Michigan Sales and Use Tax Certificate of Exemption, Form #3372**)
- Copy of Michigan Driver's License or Michigan State Identification Card
- Letter of Employment from Employer stating employee name, start date of employment and duties as vendor (**if employed**)
- ICHAT-State of Michigan Website Background Check:  
<https://apps.michigan.gov/ichat/home.aspx>

### **For the Sale of Christmas Trees ONLY:**

- Letter from the Building Department indicating the location has the appropriate zoning.
- Letter of permission from the property owner

**Submit completed documents to:  
City of Inkster Clerk's Office  
26215 Trowbridge, Inkster, MI 48141**

---

<sup>1</sup>State of Michigan Food Law of 2000 **exempts** retail businesses that sell pre-packaged foods that are "not potentially hazardous". Not potentially hazardous includes canned goods, dry goods, candy and other packaged items. If you sell milk, sandwiches, meat, eggs, frozen dinners or other similar perishable food, you **are** required to obtain a license. See [http://www.michigan.gov/documents/MDa\\_41803\\_7.swf](http://www.michigan.gov/documents/MDa_41803_7.swf) for more information.



## Application for Vendor's License

Date of Application: \_\_\_\_\_

Full Name: \_\_\_\_\_  
First Name Middle Last Name

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Scars/Marks/Tattoos: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
Street Address

City State Zip Code

Residential Phone #:(\_\_\_\_) \_\_\_\_\_ Cellular Phone #:(\_\_\_\_) \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street Address

City State Zip Code

Business Phone #:(\_\_\_\_) \_\_\_\_\_

Operator's License # or State I.D. #: \_\_\_\_\_ State: \_\_\_\_\_

Michigan Sales Tax License #: \_\_\_\_\_

**If exempt, attach a copy of a Michigan Sales and Use Tax Certificate of Exemption, Form #3372**

Nature of Business: \_\_\_\_\_

Description of goods or services to be sold: \_\_\_\_\_

Where is product manufactured: \_\_\_\_\_

Where is product stored: \_\_\_\_\_

Vending Location Property Owner Name: \_\_\_\_\_

Vending Location Address or Nearest Cross Streets: \_\_\_\_\_

Approval Signature of Property Owner (if applicable): \_\_\_\_\_

**If employed, attach letter of employment**

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_ City State Zip Code

Length of time that license is requested: \_\_\_\_Days \_\_\_\_Month

Vehicle: Color:\_\_\_\_\_ Year:\_\_\_\_\_ Make:\_\_\_\_\_ Model:\_\_\_\_\_

Vehicle License Plate #:\_\_\_\_\_ State of:\_\_\_\_\_

Are you a U.S. Citizen?: \_\_\_\_Yes \_\_\_\_No

If "No" have you applied for citizenship?: \_\_\_\_Yes \_\_\_\_No

Have you ever been convicted of a felony, misdemeanor or violation of a Municipal Ordinance?

\_\_\_\_Yes \_\_\_\_No

If "Yes" list **ALL** charges, newest to oldest (attach additional sheet(s) if necessary:

Date \_\_\_\_\_ Location \_\_\_\_\_ Offense \_\_\_\_\_ Penalty \_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_ Offense \_\_\_\_\_ Penalty \_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_ Offense \_\_\_\_\_ Penalty \_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_ Offense \_\_\_\_\_ Penalty \_\_\_\_\_

**I hereby certify that the forgoing information is complete and true.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Full Name

---

**City Clerk's Office Use Only**

Date Application Received: \_\_\_\_\_

Application Fee: \_\_\_\_\_

License # \_\_\_\_\_



STATE OF MICHIGAN  
COUNTY OF WAYNE

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came the above named applicant and made oath that he/she has read the foregoing application and knows the contents thereof, and that the same is true of his/her own knowledge.

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

Notary Public, \_\_\_\_\_ County, Michigan.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

## Vendor's License Fee Schedule

The following fees shall be charged for operating as a street vendor and/or food vendor:

- Class 1:** For every person engaged in the business of street vendor and/or food vendor, whether traveling by foot without the aid of any vehicle or who uses a vehicle referred to in either of the following classes, the fee shall be **\$2 per year per person.**
- Class 2:** Street and/or food vendors who travel by foot or who use a bicycle, pushcart or hand-drawn wagon or other similar small conveyance, carrying any basket, box or container not exceeding two cubic fee, the fee for each conveyance or container shall be **\$2 per day up to and including ten days and \$25 for one year, which fee shall be in addition to fee provided in Class 1 above.**
- Class 3:** For every street vendor and/or food vendor who shall use any horse-drawn or motor-propelled vehicle in his operations, the fee for **each vehicle** shall be **\$3 per day up to and including ten days, with a maximum of \$40 per year for each vehicle, which fee shall be in addition to fee provided in Class 1 above.**

('68 Code, § 3-304) (Ord. 110, passed 10-07-52)

## Christmas Tree Vendors Fee Schedule

- **\$100** cash deposit for each location within the city for the purpose of guaranteeing the cleaning up of the premises and the removal of any unsold trees, debris or any temporary structures therefrom within **ten days after Christmas of the year which the license was taken out.**
- **\$15** for each location where the sale of Christmas trees is to be conducted.

('68 Code, § 3-1303) (Ord. 173, passed 2-14-61)