



## TRANSIENT MERCHANT PERMIT REQUIREMENTS

The following is a list of requirements for obtaining a Transient Merchant Permit:

1. Property where Transient Merchants are set up must be zoned "C-2", it must be a developed lot (meaning it must have paved parking area); and it must be a conforming lot with City Land Development Regulations.
2. Distance requirements from any business selling the same type of products or service must be as follows:
  - a. Items such as Christmas trees, pumpkins or fireworks, and not-for-profit charitable, philanthropic civic, political, educational or religious organization must be at least 500 feet from any established permanent business, which sells the same type of products or services.
  - b. Any products or service not listed above will not be sold within 1000 feet of any establishment or permanent business, which sells the same type of product/services.
3. The following items must be submitted in order to obtain a Transient Merchant Permit:
  - a. Transient Merchant Application form
  - b. Letter of permission from the property owner (or property owner's agent) granting permission to use the site. This permission letter must include the owner's/agent's name home address, and phone number.
  - c. Copy of federal ID number and state sales tax ID number.
  - d. Plot plan of location showing the following:
    - (1) All businesses and their uses within 1500 feet of the site.
    - (2) Entrances and exits from main highway.
    - (3) Location of area to be used (must not exceed 5% of the total permanent paved parking).
    - (4) All temporary structures (such as tents/canopies) to be used and their locations.
4. Fees are as follows:
  - a. Permit Fee Plus Bond
    - (1) Permit fee is \$100.00 per location for one (1) period of ninety days, paid for by cash, cashier's check, or certified check. **NO PERSONAL OR COMPANY CHECKS ACCEPTED.** This \$200.00 location fee must be paid separately from the cash/surety bond.

A cash bond of \$250.00 covers damages to the property. This fee is returned to you upon request, 90 days after you terminate the permit. You may request that this fee rollover for the next time you set-up. The bond shall be paid by cash, cashier's check, or certified check. **NO PERSONAL OR COMPANY CHECKS ACCEPTED.**

A surety bond in the sum of \$1,000.00 may be used in place of the cash bond. This bond must be written by a corporate entity authorized to issue bonds in the State of Florida. If a surety bond is used, there is no fee to be returned to you once your permit expires.

Any temporary structures (tents, canopies, etc.) placed on this site will require a building permit and inspection prior to selling of any product. (see requirements below)

5. Ground for Denial:

- a. You must be 18 years of age or older in order to acquire this permit.
- b. You cannot have been convicted of a felony within the last five (5) years.
- c. You cannot have been found in non-compliance by the City Special Magistrate under the Transient Merchant Ordinance.

6. Practice Prohibited: **No Transient Merchant Shall:**

- a. Use or occupy any portion of any public square, park, parkway, street, or alley where the sale or offer to sell is made thereon or where solicitation of customers is made by:
  1. Stopping passersby.
  2. Yelling or making loud noise to attract persons to his/her place of business.
  3. Having an attraction, which will blockade a street, sidewalk, or other public place.
  4. Use or occupy any portion of any right-of-way of any city maintained road for the purpose of selling or offering to sell merchandise.
  5. Erect any signage on public right-of-ways, or violate the City Sign Ordinance.
  6. Display more than two (2) signs on the private property of the sale that are non-electrical and non-chemical: and no larger than 2 ½ feet by 5 feet
  7. Cause or permit the accumulation of trash, garbage, or debris at the permit site without proper disposal.

**BUILDING PERMIT REQUIREMENTS:**

To obtain a building permit the following items must be submitted:

1. Lease agreement
2. Letter of permission from the property owner stating the date the transient merchant may begin, and the number of days that transient will be allowed on the property.
3. Fire retardant material statement, if permit is for a tent or canopy.
4. Plot plan showing the following:
  - a. Location of tent/canopy/or other temporary structures
  - b. Location of items to be displayed
  - c. Surrounding businesses within 1500 feet and their uses
  - d. Square footage of entire lot.
5. Building permit application- signed by the leasee and notarized

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Upon termination and removal of all business related items or property from the premises, transient merchant may apply for 90 days under new Transient Merchant Permit.

All of the above requirements must be met in order to obtain a Transient Merchant Permit or a building permit for the site.

All requirements of the City Sign Ordinance must be met prior to displaying/installing any signage. You can display no more than two temporary, non - electrical and non- mechanical signs. These signs must be on the private property you are set up on, and cannot exceed 2 ½ x 5 feet in size.

Permanent business address is:

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This Transient Merchant Permit can be revoked per the restrictions within the Transient Merchant Ordinance 0-19-2008, as amended.

**I AM AWARE OF, AND WILL ABIDE BY THESE STIPULATIONS.**

Leasee's signature and title: \_\_\_\_\_

Print name of Leasee: \_\_\_\_\_

Date: \_\_\_\_\_



**TRANSIENT MERCHANT'S PERMIT APPLICATION**

City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs FL, 32043  
529-2200 ext 315 Fax: 529-1049

DATE: \_\_\_\_\_

FEDERAL TAX ID#: \_\_\_\_\_ STATE SALES TAX ID #: \_\_\_\_\_

NAME (S): \_\_\_\_\_

\_\_\_\_\_

AGE (S): \_\_\_\_\_

HOME ADDRESS (ES): \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

TITLE: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

LOCATION OF SITE: \_\_\_\_\_

DESCRIPTION OF PRODUCT (S): \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY  
WITHIN THE LAST FIVE (5) YEARS:                           **YES**            **NO**

IF YOU ANSWERED YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER BEEN FOUND IN NON-COMPLIANCE  
OF THE TRANSIENT MERCHANT ORDINANCE BY THE  
CITY SPECIAL MAGISTRATE BEFORE:                            **YES**            **NO**

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**FOR CODE ENFORCEMENT STAFF'S USE: (CIRCLE ONE)**

LETTER OF PERMISSION FROM OWNER/AGENT: **YES** **NO**  
(MUST INCLUDE OWNER'S/AGENT'S NAME, ADDRESS, AND PHONE #)

VERIFIED OWNER'S/AGENT PERMISSION: **YES** **NO**

MAP/DRAWING OF LOCATION: **YES** **NO**

IS PARCEL DEVELOPMENT/CONFORMING: **YES** **NO**

ZONING OF PROPERTY: \_\_\_\_\_ VERIFIED WITH: \_\_\_\_\_

TOTAL AMOUNT PAID: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_ PERMIT EXPIRES: \_\_\_\_\_

CASH BOND OR SURETY BOND: **CASH** **SURETY**  
(CIRCLE ONE)

**FOR CASH BONDS:**

CASH BOND REFERENCE # \_\_\_\_\_ CASH BOND EXPIRES: \_\_\_\_\_

ROLLOVER CASH BOND: **YES / NO**  
RETURNED CASH BOND ON: \_\_\_\_\_

**FOR SURETY BONDS:**

SURETY BOND # \_\_\_\_\_

VERIFIED BONDING AGENCY CERTIFIED IN FLORIDA: **YES** **NO**

SURETY BOND IS EFFECTIVE FOR ONE YEAR: **YES** **NO**  
(COUNTED FROM DATE PERMIT IS ISSUED)

**I AM AWARE I CANNOT RETURN TO SAME LOCATION FOR NINETY (90) DAYS.**

**I AM AWARE I MUST OBTAIN PERMITS FOR ALL STRUCTURES (INCLUDING TENTS/CANOPIES) TO BE USED DURING SALE.**

**I AM AWARE I CANNOT ERECT ANY SIGNS ON THE PUBLIC RIGHT-OF WAYS: AND THAT THIS PERMIT ENTITLES ME TO DISPLAY NO MORE THAN TWO (2) TEMPORARY SIGNS NOT EXCEEDING 2 ½ FEET BY 5 FEET IN SIZE, ON THE PRIVATE PROPERTY ON WHICH I AM SELLING MY PRODUCTS ONLY. I ALSO UNDERSTAND THE TWO (2) TEMPORARY SIGNS MUST BE NON- ELECTRICAL AND NON- MECHANICAL SIGNS.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_