



City of Ponderay 2025 Peddler Registration~Application

1. Name of Applicant: _____
2. Employer: _____
(Association, Company, Corporation or Individual)
Employer's Address: _____
3. Applicant's Date of Birth: _____ Place of Birth: _____
4. Applicant's Social Security #: _____
5. Applicant's Driver's License #: _____
(Number, State)
6. Applicant's Permanent Home Address: _____
7. Applicant's Permanent Mailing Address: _____
8. Applicant's Telephone #: _____
9. Physical Ponderay location where goods will be sold: _____
10. Applicant's Local Telephone #: _____
11. E-Mail Address: _____
12. Give a full description of the nature of the business and all goods to be sold.
(If goods are products of a farm or orchard, give the name of the producer). _____

13. Proposed method of operation: _____
14. The length of time business is requesting: _____
15. If a vehicle is to be used by the Applicant, describe the vehicle, including the license number:

(Make, Model, Year, Color, License Number, etc.)
16. The place where such goods or products are located at the time this Application is filed:

17. The proposed method of delivery: _____

18. _____ I have never been convicted of any misdemeanor or felony.

_____ I have been convicted of a misdemeanor or felony. The date(s), nature of the offense(s) and the punishment(s) or penalty/penalties:

19: Applicant's e-mail address: _____

20: **REGISTRATION FEE:**

Pursuant to Resolution #2010-10 the registration fee for all Idaho residents shall be paid as follows: (Please select one)

- 1.} Permit to sell goods for 1-14 days \$25.00
- 2.} Permit to sell goods for 15-30 days \$50.00
- 3.} Permit to sell goods for 30-90 days \$75.00
- 4.} Permit to sell goods for 90 days and over \$100.00

• Date _____ to _____

Any person who's principal place of business is outside the State of Idaho, a One Hundred Dollar (**\$100.00**) fee is required plus the registration cost to sell goods.

I understand that it shall be unlawful for any canvasser or solicitor, peddler or transient merchant as the same are defined in Ponderay Municipal Code Title 2 Chapter 3 to engage in business within the corporate limits of the City of Ponderay without first registering therefore.

Any registration issued shall not be transferable, nor valid after the end of either:

- {1} the length of time for which the right to do business is requested, or
- {2} the calendar year in which the application of registration may be approved, whichever is the shorter time period.

Upon receipt of a fully completed application, fee's paid and requested information copied for the City Clerks Office, they shall refer it to the Chief of Police who shall cause an investigation to be conducted within Five (5) days to determine the validity and completeness of the information presented on the application. If the application is approved, the City Clerk's Office shall issue a registration.

If the application is denied, the City Clerk's Office shall provide written notification to the Applicant, providing the reasons therefore and advise the Applicant of the appeal procedures.

In submitting this application, I hereby authorize the Chief of Police or his designated agent to conduct an investigation to determine the validity and completeness of the information I have presented on this application, including, but not limited to, a criminal history background check through local, state or national law enforcement agencies.

Dated this _____ day of _____, 20____. _____
(Signature of Applicant)

****Items below are to be provided to Clerk's Office with completed application. Applicant CAN NOT start operation of business until a signed City Permit is issued.**

1. A signed and dated letter from property owner allowing applicant to be on property to sell items.
2. A photograph of Applicant will be taken at city hall when fee's and completed application are turned in
3. Applicant needs to provide his/her Idaho State Sales Tax Certificate or Temporary to be copied by Clerk's office
4. Current Drivers License to be copied by Clerk's office
5. Vehicle Registration to be copied by Clerk's office
6. If food or other products for human consumption are to be sold, a certification by the applicable health agency shall be required prior to issuance of a Ponderay Peddler's Permit. Such as copy of Health Permit or Inspection Report
7. Background information sheet completed and signed. Cost to the state \$20.00. Make check payable to the "City of Ponderay" (this form is available from the clerk at the time the photo is taken)
8. Check to "City of Ponderay" for Building Permit Inspection \$25.00
9. Check to "Northside Fire Department" for Fire Inspection \$25.00

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**FOR OFFICE USE ONLY**

Applicant's Name: \_\_\_\_\_

Date of Application Provided to Applicant: \_\_\_\_\_

Date of Application Returned to Clerk's Office: \_\_\_\_\_

Date of Application Complete and Submitted to Police Chief: \_\_\_\_\_

**Approved**     **Denied**    (Attach reasons)

DATED: \_\_\_\_\_ By: \_\_\_\_\_  
Chief of Police or Representative

Date Applicant Notified and Registration/Permit Issued: \_\_\_\_\_

**\*Clerks Office to provide copy of completed permit issued from City to Police Department.**

City of Ponderay  
P O Box 500 288 4<sup>th</sup> Street  
Ponderay ID 83852  
208 265-5468 Fax 265-4357  
speterson@ponderay.org