



Town of Basin
Vendor Application

READ GENERAL INFORMATION PRIOR TO COMPLETING

License Period: _____ to _____ Wyoming State Sales Tax # _____

Name of Business: _____

Mailing Address of Business: _____

Phone No. of Applicant: _____ Cell Phone No. _____

Contact Name for Applicant: _____

Type of Business/Product: _____

Address(es)/location(s) where business will be conducted – List All Applicable locations

Dates Business will be conducted in Town limits: _____

Please list the names, contact information of all individuals conducting business under the above business name:
(attach additional sheets if necessary)

<u>Name</u>	<u>EMAIL</u>	<u>Phone #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list vehicle descriptions and license plate numbers of all vehicles operating under this license:
(attach additional sheets if necessary)

<u>Vehicle Description (year, make, model)</u>	<u>License Plate Number</u>	<u>State</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach a location map showing where the business vehicle(s) structures, and any signs will be placed on each property location listed above.

Signature of Applicant

Date

For Town Use Only

License Fee \$ 50.00 _____

Department of Agriculture Food License No: _____

Date Paid _____

Wyoming State Sales Tax #: _____

License No _____



Town of Basin Vendor Application and/or Licensing Instructions

GENERAL INFORMATION:

1. It shall be unlawful for any temporary vendor to engage in such business or to employ another in such business within the corporate limits of the Town without first obtaining a permit from the Town Clerk in compliance with the provisions of this Article. All temporary vendors must meet all applicable Town, State, and Federal law and licensing requirements. Temporary vendors will be issued and must maintain a Town issued permit when doing business within the Town. The purpose of this provision is to preserve the health, safety and welfare of the citizens of Basin.
2. For purposes of this Article, the phrase Temporary Vendor shall be considered as any individual or entity engaged in the temporary business of selling and delivering food, beverages, goods, wares, and merchandise within the Town, and who in furtherance of such purpose, uses, leases, or occupies any temporary structure, vehicle, or public place for the conduct of such business. A structure which is not connected to sewer and water utilities is considered temporary. This includes the use of privately owned property for such purpose.
 - a. Temporary Vendor Permit Holders shall conduct the vending business pursuant to the following regulations:
 - i. The vending business must be conducted on or within; mixed uses zones unless granted a permit for a special event;
 - ii. Established commercial or business property with the written permission of the business or property owner. This may include vacant property;
 - iii. Municipal property for the limited period of time for specific events upon approval by the governing body.
 - b. Mobile carts, vending machines and vending trailers, or any type of conveyance, along with the customers, must remain off of the public sidewalks;
 - c. The temporary vending stand, booth, cart or vehicle must be located so as to provide adequate parking for customers off the traveled portion of the street and to prevent congestion on public ways. The established business must be able to maintain its off street parking requirements with the vendor permit;
 - d. The site is subject to inspection at any time and a violation could cause immediate revocation of the permit;
 - e. State of Wyoming Sales Tax and Use Tax License shall be on file with the Town for each permit;
 - f. For food vendors, a Wyoming Department of Agriculture Food License is also required to be on file with the Town;
 - g. All required Certificates must be displayed at the temporary business location as well as the Temporary Vendor Permit issued by the Town; and
 - h. The Temporary Vendor Permit issued by the Town is non-transferrable.

NEW LICENSES:

- Step 1: Complete a vendor application and turn it in to the office at Town Hall with the required attachments (where applicable), and payment of the annual fee of \$50.00. Allow 10 business days for processing, noting any application for a permit on municipal property, or outside of a commercial or business zone, or for a special event, shall be brought before the governing body for approval. The application will be reviewed and acted upon as soon as possible but not necessarily within ten (10) business days.
- Step 2: Upon receipt of the completed application and annual fee by the verification of a complete application with all required attachments and approvals, the Town will issue the license certificate where applicable.

RENEWAL OF LICENSES:

Vendors must submit a vendor application annually to continue to do business in the Town of Basin. No renewal notification is provided by the Town.