



CITY OF EAGLE

660 East Civic Lane
 Eagle, Idaho 83616
 (208) 939-6813

VENDORS, PEDDLERS, SOLICITORS & TEMPORARY MERCHANTS APPLICATION

THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.

Applicant:

Date of Complete Application Received:

Licensed Issued or Denied Date:

Application Requirements	Applicant ✓	Staff ✓
Completed Vendors, Peddlers, Solicitors and Temporary Merchant Application		
Copy of valid driver's license or government issued identification card		
Application fee - \$137.00 (Includes \$37.00 ISP Fee)		
Fingerprints taken by Idaho State Police - City Clerk staff will provide applicant with fingerprint card to take to ISP upon completion of above requirements		
Surety bond, or a cashier's check in the amount of \$1000.00 per employee or a maximum of \$5000.00		
Completed Idaho State Police Noncriminal Justice Applicant Privacy Statement		
Proof of Central District Health approval/permit (if applicable)		
Vendors and temporary merchants shall submit a site plan that includes the site design and the design of any signage proposed for the site. Signage shall conform to the requirements of section 3-4-11(F)		
Vendors and temporary merchants must submit renderings or photographs of the proposed mobile or non-mobile concession stand		
An affidavit or written permission shall be obtained from the land owner/property tenant for Mobile Vendors or Organizers seeking to utilize private property, including but not limited to parking lots, landscaped areas, plazas, or open space		
Businesses with more than two employees shall be required to set an appointment with the City of Eagle Clerk's Office for submittal of applications		



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APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Applicant Address: _____

Driver's License Number: _____ State: _____

Employer Name: _____ Phone: _____

Employer E-Mail Address _____

Employer Mailing Address: _____

Employer Phone Number: _____

Employer Tax Identification Number: _____

Have you been convicted of a violation of any federal, state or municipal law? If so, state the nature of the offense, date, penalty, and in what State the offense occurred. *Failure to disclose convictions shall be grounds for application denial under ECC 3-4-7(D)(1).*

Has a permit or license issued to the applicant been revoked in the last 5 years? If so, state the reason for revocation and when the event occurred: _____

DESCRIPTION OF OPERATIONS

Goods and services to be sold, traded, given away, offered, displayed, and/or delivered: _____

Dates and hours of operation: _____

Location of operation: _____

Describe the proposed method of operation. If a motor vehicle is to be used, please provide the license plate state and number, make, model, and color:



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Select the Property Zoning: (non-mobile vendors only)

- Commercial
- Residential

Written Planning & Zoning Department authorization required prior to issuance of permit. If the proposed location is not owned by the applicant, written permission from the owner must be submitted with this application.

Indicate the type of vendor activity you are proposing:

- Mobile Food Concession
- Non-Mobile Food Concessions
- Special Event
- Solicitor (door to door sales)
- Vendor Cart
- Vendor Stand
- Other _____

BOND REQUIREMENT

Every applicant applying his trade as an individual, shall file with the City Clerk a surety bond, cashier's check or a letter of credit from a bank in the amount of one thousand dollars (\$1,000.00) running to the City. (Eagle City Code 3-4-9A)

- Every business, firm, company or corporation, employees or agents acting in the capacity of vendor, solicitor, canvasser, or temporary merchant, shall file with the City Clerk a surety bond covering all such employees or agents and running to the City, or a cashier's check in the amount of one thousand dollars (\$1,000.00) per employee, to a maximum of five thousand dollars (\$5,000.00). The surety bond must be issued by an agent upon which service of process may be made in the State of Idaho. (Eagle City Code 3-4-9B)
- After expiration of a license, the City Clerk shall, upon application of the licensee, return the bond or cashier's check sixty (60) days after receipt of application for return, unless the Clerk has been notified of the pendency of any claim or cause of action by any person upon the bond or cashier's check. (Eagle City Code 3-4-9D)

FEES

License Fee and Investigation Fee: \$137.00 (Includes \$37.00 ISP Fee)

ISP will charge an additional \$10.00 to process fingerprints onsite.

*Upon receipt of the findings, but no later than thirty (30) days from the date of submission of the completed application, the City Clerk shall either issue the permit or deny the application. Permits shall be valid for one year.



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By signing I hereby attest under penalty of perjury that the information I have provided is true and accurate to the best of my knowledge.

Signature of Applicant _____ Date: _____

STAFF USE ONLY

Receipt # _____

Total Fees: _____

Date Forwarded to Eagle Police: _____

Issue Date: _____

Date Forwarded to P&Z: _____



Idaho State Police

Bureau of Criminal Identification



NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are discussed below.

This serves as notification from **CITY OF EAGLE** that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The collection of applicant fingerprints in Idaho is authorized by Idaho Code §67-3008.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- Procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before being denied the job, license, or other benefit based on information in the criminal history record.
- Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code §67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order or a state statute that has been approved by the attorney general.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(h)). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities.

According to Idaho state law and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same website address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34)

If a change, correction or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website. http://www.isp.idaho.gov/BCI/documents/CRBrochure1_000.pdf

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.

I do do not want a copy of the Privacy Act Statement.

Signature of Applicant

Date