



CITY OF REEDLEY
Daily Business License Permit
Contractor, Local, Commercial and Residential Businesses
City Hall - Administrative Services Department
845 G. Street
Reedley, CA. 93654
(559) 637-4200

Please fill out the following questionnaire and turn in with our application:

1. Which of the following describes your business
Service or Sales

2. Please provide a brief description of the service you are providing or the items you will be selling:

If you're a service, proceed to page 2

3. Are you a roaming sidewalk vendor or vending from a fixed location?
Sidewalk Vendor Fixed Location

If vending from a fixed location, please provide the address _____

4. Are you going door-to-door?
Yes No

If yes, please see the Police Department for further instruction. The Administrative Services Department is unable to issue a license until the Chief of Police has approved your application under RMC Section 5-5-1 through 5-5-4.

5. Will you be selling your items in a City right-of-way? (i.e., sidewalk, street, street corner, etc.)
Yes No

If yes, you will need to provide a \$1,000,000 Public Liability Certificate of Insurance naming the City of Reedley as an "additional insured."



CITY OF REEDLEY
Daily Business License Permit
Contractor, Local, Commercial and Residential Businesses
 City Hall - Administrative Services Department
 845 G. Street
 Reedley, CA. 93654
 (559) 637-4200

EFFECTIVE DATE(S): _____

BUSINESS NAME: _____

Address: _____ Suite / Apt # _____

City: _____ State: CA Zip: _____ Business Phone: (____) _____

MAILING ADDRESS (if different from the business location)

Address: _____ Suite / Apt # _____

City: _____ State: _____ Zip: _____ Emergency Phone Number: (____) _____

Please initial next to the following:

- I understand that the City may prohibit stationary sidewalk vendors in areas that are zoned exclusively residential
- I understand that as a sidewalk vendor, I am required to maintain sanitary conditions including any waste that may result from my business activity
- I understand that as a sidewalk vendor, my activities may be restricted to ensure compliance with the Federal Americans with Disabilities Act of 1990 and other disability access standards
- I understand that as a sidewalk vendor, I may be required to possess a California Department of Tax & Fee Administration Seller's Permit. For information regarding the requirements for a Seller's Permit please refer to Page 3.
- I understand that as a sidewalk vendor, I am required to obtain additional licenses from other state and local agencies to the extent required by law, such as the County Health Department
- I understand that if I am selling on someone else's property that I must have the approval to be there from the property owner
- I understand that if I am selling at Reedley Beach or Cricket Hollow that an additional \$26.00 will need to be paid at the entrance

I certify the above information to be true and correct to the best of my knowledge. I understand that it is my responsibility to be in compliance with the requirements of the City of Reedley and any other governmental agencies affecting operation of this business. I understand that this is a daily Business License, and should I conduct business inside City limits at a later date, I will be required to obtain either a daily Business License or an Annual Business License.

Signature: _____ **Date:** _____

Office Use Only

Approved By: _____ **Date:** _____

Fees: \$50.00 Per Day

\$4.00 Senate Bill #1186

Cash, Money Order, and Credit Cards Accepted. No Checks.

Vendors who must hold a seller's permit

People who sell new or used merchandise in California, including handcrafts, are generally required to hold a seller's permit. Vendors who are required to hold permits must give you, in writing; their name and seller's permit number (a typical permit number begins with the letters SR followed by two or three more letters and an eight- or nine-digit number, for example: SR-KHE-12-345678 or SR-AR-100-987654). Although it is not required, you may wish to obtain a copy of each vendor's seller's permit for your files.

Sellers who are not required to hold a seller's permit

Certain sellers at your event may *not* be required to hold a seller's permit. Those sellers must:

- Provide you, in writing, their name, address, telephone number, and driver license number (or state ID number), along with the name of the issuing state; and
- State, in writing, that they do not need a seller's permit because:
 - 1.They are an occasional seller;
 - 2.All of their retail sales are tax exempt;
 - 3.They sell only items purchased from *section 6015 retailers*; or
 - 4.They are a *qualified itinerant vendor*.

Sellers who fall under conditions 2, 3, or 4 must describe the items they sell and state that they do not have to pay tax on those sales.

Vendors who make only exempt sales. Some sellers are not required to hold a seller's permit because all of their sales are exempt from sales and use tax. For example, vendors who sell only fresh produce or other cold food products "to go" do not need seller's permits. However, cold food vendors do need a seller's permit if they sell:

- 1.Food to be consumed in places where admission is charged,
- 2.Carbonated or alcoholic beverages, or
- 3.Provide tables, chairs, counters, or other dining facilities for their customers.

Occasional sellers. Due to the number, scope, and character of their selling activities, some vendors are not considered to be in the business of selling merchandise and are not required to hold a seller's permit. For example, a person who occasionally clears the family garage of used items and sells only those items could qualify as an occasional seller.

Vendors who sell products purchased from section 6015 retailers (multilevel marketing retailers). Some sellers are not required to hold a seller's permit because they sell only products purchased from dealers we have approved as section 6015 retailers. For example, people who sell new Avon or Tupperware usually buy those items from section 6015 retailers (see "Section 6015 Retailer" information on [BOE-410-D](#), *Swap Meets, Flea Markets, or Special Events*

Certification, discussed below).

Qualified itinerant vendors. From April 1, 2010, through December 31, 2011, some U.S. veterans are considered “qualified itinerant vendors” and are the consumers of the products they sell under certain conditions. As consumers, qualified itinerant vendors are not required to hold a seller’s permit. There are some exceptions. Itinerant veteran vendors who are engaged in the catering or vending machine business, or who sell alcoholic beverages or single items for more than \$100, are generally required to obtain a seller’s permit. If vendors at your event are not sure whether they need a seller’s permit or whether their sales are taxable, they should contact our Taxpayer Information Section for help at 800-400-7115, weekdays from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

Form available for your use

For your convenience, a [BOE-410-D](#), *Swap Meets, Flea Markets, or Special Events Certification*, may be used for individual seller documentation. The form is available on our website, or you may contact our Taxpayer Information Section. If you choose not to use the form, please be sure that you still obtain all of the required seller information, in writing.

Maintaining adequate records

You must retain copies of seller verification documents for at least four years.

Our representatives visit both weekday and weekend events to verify compliance

Our representatives periodically visit selling events to verify that operators have complied with the legal requirements described in this publication. The representatives may also check to see that vendors making taxable sales are displaying their seller’s permits as required by law.

We may require you to provide seller information

We may ask you to provide lists of all sellers who conduct activities on premises you own or control. You must supply the lists or copies of individual seller verification documents within 30 days of our written request. We will verify the information you provide and let you know if any of the vendors at your event incorrectly represented their seller’s permit status. You should not rent space to those vendors until we notify you that they hold a valid seller’s permit.

Seller’s permit verification services available

To verify whether a vendor has a valid seller’s permit, you can use our website under “[Verify a Permit or License](#)” (you must have the seller’s permit number that you want to verify). You may also call 888-225-5263. To verify a seller’s permit by telephone you’ll need the permit number, business name, business address, and business owner’s name.