

License #

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TRANSIENT MERCHANT LICENSE APPLICATION

(Must be submitted 15 days prior to the commencement of business)

Transient Merchant License fee is **\$150.00 per day or**
\$750 for a maximum 12-consecutive day period
(Only 12 consecutive days per calendar year are permitted)

Business Name (as it will appear on license): _____

Applicant's Name / Title: _____

Applicant's Permanent Address: _____

City/State/Zip Code: _____

Applicant's Mailing Address (If different): _____

Home Number: _____ Cell Phone Number: _____

Email Address: _____

Temporary Physical Address of Business: _____, Hill City, SD 57745

Temporary structures, used by Transient Merchants, may be erected only on private property which is zoned Commercial. No Temporary Structures shall be allowed in the locally designated Central Business District.

Property Owners Name: _____

Property Owners Telephone Number(s): _____

Transient Merchant License Period:

Starting Date: _____ **Ending Date:** _____ **Total # of Days:** _____

Set up of temporary structures may occur 1 day prior to Starting Date and must be completely removed 1 day following the Ending Date (set up and tear down days are not included in license period).

Are you a (Circle One) **New Vendor** to Hill City or a **Returning Vendor**?

Description of Items to be Sold, Displayed or Services provided:

Type of Structure: Stand: ____ Tent: ____ Booth: ____ Cart: ____ Other: _____

All temporary structures must adhere to the current IBC Code (International Building Code) version adopted by Common Council and inspected prior to commencing business operation.

Description and Location of approved toilet facilities (Must be within 300 ft. of proposed location of business). If using neighboring toilet facilities, written permission must be included with application. _____

Signage: One temporary sign up to a maximum of 16 square feet, in total, is included with this approved Transient Merchant application. Any additional signage will require an approved Temporary Sign Permit Application.

Copies of the following documents MUST be included with completed application:

- SD Temporary Sales Tax License Driver's License
- Certificate of Liability Insurance (Listing City of Hill City as an additional insured)
- Permission of Approved Neighboring Toilet Facilities, if applicable
- South Dakota Dept. of Health Temporary Foodservice License, if applicable

I, _____, applicant, do hereby swear and affirm that the above and foregoing statements are true and correct. I understand and agree that I am responsible for payment of all applicable state and city sales tax on goods and services I sell. I understand and agree to comply with the City of Hill City's Ordinance Chapter 3.09 – Licensing & Regulation of Transient Merchants. I further understand that if my Transient Merchant License period is less than stated on this application, or is revoked due to non-compliance, there will be no refunds. The City of Hill City accepts no responsibility for any agreement made between the applicant and property owner from whom the applicant is renting space.

Applicant's Signature

Date

Transient Merchant License Applications need to be filed with:

City of Hill City, Finance Office
P.O. Box 395 / 243 Deerfield Road, Hill City, SD 57745
Phone: (605) 574-2300 Fax: (605) 574-4327

Application for a Transient Merchant License must be accompanied by the fee at the time of application. License must be displayed in the place of business visible for patrons to see.

License Fee \$ _____ Date Paid _____ Cash/CC/Check# _____ Receipt # _____

Approved by:

City of Hill City, Finance Officer

Date



TRANSIENT MERCHANT LICENSE

Business Name: _____

License Number: _____

Granted To: _____

To Conduct The Business Of: _____

From: _____

Issue Date: _____

Issued in accordance with the provisions of the City of Hill City Municipal Code, as amended, License is hereby granted to operate the business referenced above.

EXPIRATION DATE: _____

Finance Officer, City of Hill City



Requirements for Transient Merchant License

1. Location of temporary structure must be on **PRIVATE**, commercially zoned property. No Transient Merchants are allowed in the Central Business District.
2. **Submit a completed Transient Merchant License Application, at least 15 days prior to the commencement of business.** Application shall include: License fee, copies of applicant's driver's license, Temporary South Dakota Sales Tax License, Certificate of Liability Insurance with the City of Hill City listed as an additional insured, and any other applicable documents.
3. The Transient Merchant License Fee is \$750 for a 12-consecutive day period or \$150 per day. Only 12 total days per calendar year are permitted. No refunds will be permitted. Resubmission of a completed application is required if vendor wishes to set-up business for X amount of days and return for another period; i.e. the subsequent month.
4. Read & agree to comply with the City of Hill City's ordinance Chapter 3.09, Licensing & Regulation of Transient Merchants.
5. For current sales tax rates and information on obtaining a SD Temporary Sales Tax License please contact: **South Dakota Department of Revenue:** (605) 394-2332
<https://dor.sd.gov/businesses/sturgis-motorcycle-rally>
 - Sales tax must be paid in full by the due date to the SD Dept. of Revenue.
 - A Temporary SD Sales Tax License is required even if permanent business is located elsewhere
6. If Applicant is a food vendor, Applicant is required to contact the South Dakota Dept. of Health to obtain a Temporary Foodservice License.
Please contact: **South Dakota Department of Health:** (605) 773-3361 or (605) 773-4945
<http://doh.sd.gov/food/restaurants-lodging/temporary.aspx>
7. Transient Merchant License must be displayed in a clearly visible spot so it can be easily seen by customers and city inspectors.
8. The City of Hill City accepts no responsibility for any agreement made between the applicant and property owner from whom the applicant is renting space.
9. Failure to obtain a license as required by the City of Hill City, Municipal Code 3.09, may be punishable by the maximum fine and jail as prescribed for Class 2 misdemeanors under South Dakota law for each offense. Each day of operation without such a license or without compliance with the terms of HCMC 3.09.03 shall be deemed a separate offense.