

ITINERANT MERCHANT PERMIT Instruction Sheet

INTRODUCTION:

An Itinerant Merchant permit shall be required if the proposed activity meets the following definition: *Itinerant merchant* is any person offering goods for sale from a portable apparatus who conducts business by permission at the site of an existing legally operating business. (E.g. Person selling flowers from a truck parked at an existing commercial business for no more than sixteen hours per day.)

SITE REQUIREMENTS:

- Limited to Commercial or Industrial zoning
- Property owner authorization to use property. Property owner must complete Section B of the application or provide separate letter.
- Existing/operating commercial business with open restroom and trash receptacle/removal for merchant and customers.
- Demonstrate that the proposed use at the proposed location is consistent with the property's zoning classification and whether the proposed location meets the current site development standards for commercial use and can accommodate all impacts generated by itinerant merchant.
- Proposed site must have at least 2 surplus parking spaces available to merchant and customer.

RESTRICTIONS:

- Sales or rental within County right-of-way is prohibited.
- It is unlawful to offer for sale, for trade, for free, or otherwise offering for exchange, any animal(s).
- Any applicant issued an Itinerant Merchant Permit must register with the Martin County Tax Collector at 288-5595 after receiving approval from the Growth Management Department.

OBTAINING THE APPLICATION:

The ITINERANT MERCHANT PERMIT APPLICATION FORM can be obtained from our Website.

Or, pick up a copy of the application at the Growth Management Department located in the Martin County Administrative Center at 2401 SE Monterey Road, Stuart.

TURNING IN THE APPLICATION:

HAND CARRY (NOT MAIL) the application to the Growth Management Department. The Growth Management Office is located in the Martin County Administrative Center at 2401 SE Monterey Rd, Stuart, (west side entrance across from the Blake Library).

The fee is \$20.00. Only cash or checks are accepted. No credit or debit cards. Checks must be made out to Martin County BOCC.

The Growth Management zoning review process takes approximately 20 minutes. No appointment is necessary- walk-ins welcome- on a first come / first served basis.

HOURS OF OPERATION for the Martin County Growth Management Zoning Compliance Are:
Monday – Friday, 9:00am – 4:00pm

**Martin County, Florida
Growth Management Department
DEVELOPMENT REVIEW DIVISION**

Zoning Review ITINERANT MERCHANT PERMIT

A. Applicant identification:

1. First name: _____ Last name: _____
2. Business location address: _____
3. City: _____ State: _____ Telephone number: _____
4. Description of goods to be sold: _____
5. Description of sales location (property): _____
6. Sales will be from: truck stand other: _____
7. Applicant's home address: _____
8. City: _____ State: _____ Telephone number: _____
9. Property/business owner's name: _____
10. Property/business owner's address: _____
11. City: _____ State: _____ Telephone number: _____
12. Permission from property/business owner is required. Either fill out section B below, or provide separate letter on business letterhead.

B. Authorization to use property:

I, _____, give _____
(Name of property owner) (Name of applicant)

permission to use my property located at _____

for the purpose of selling or renting _____
(Type of goods to sell or rent)

and has permission to use the sanitary facilities on this property. The tenant at this location agrees to this arrangement.

(Name of tenant)

(Signature of tenant)

(Date)

(Signature of property owner)

(Name of witness)

(Signature of witness)

Note: A letter from the business owner, on official letterhead, providing permission to use the property, can be substituted for the above information.

C. Fee:

Growth Management Department processing.....\$20

The check should be payable to the Martin County Board of Commissioners.

D. Certification:

I understand and agree to abide by the Martin County Land Development Regulations and understand that false information provided for this permit, a change in location without the approval of Martin County or any expansion of the described sales operation may cause the revocation of this permit.

Applicant signature

Date