



Transient Merchant Instructions and Application

- A site must be approved as a “Transient Merchant Host Location” in order to be eligible for transient vendors to operate from the site. The owner of the property must complete the Transient Merchant Host Location Application. The application is good for one year unless ownership of the location changes. Ownership will be verified by the County Auditor’s Office website.
- If a site is owned by a company, the applicant must provide to the City at the time of application a signed certification confirming that the applicant has the legal authority to submit the application.
- In addition to the site being registered as eligible to host a transient merchant a separate application must also be made for each time a transient merchant proposes to commence operations on a site (“set-up application”). This separate “set-up application” shall be filed by the transient vendor. The application will include a proposed site plan and shall be accompanied by payment of a ten (\$10) dollar administrative application fee.
- The site inspection must be requested 24 hours prior to the set up.
- Upon payment of the administrative fee accompanying a “set-up application” the applicant will be provided with (a) a copy of his /her application and (b) a receipt showing payment.
- Merchants in possession of a copy of their application and receipt may operate in accordance with the application’s proposed activity unless notified by the City that the application has been denied.
- Merchants shall at all times during operation maintain on site for inspection a copy of the application and associated receipt.
- The site and set-up must comply with local building and electrical regulations



FINANCE DIRECTOR
E. WARREN NEWTON

City of North Charleston
South Carolina

FINANCE DEPT.

CONSOLIDATED LICENSE & TRANSIENT MERCHANT APPLICATION

Application for: (check all that apply)

- Business License
- Transient Merchant Host Location
- Transient Merchant Set-Up

TYPE or PRINT

Business License Information

Federal Tax ID: _____ SSN: _____ SC Retail Sales Tax # _____

Business Name: _____

Business Owner Name: _____

Mailing Address: _____

Estimated Gross Income from date opened until December 31 of the current year \$ _____

Phone Number: () _____ Fax: () _____ Cell: () _____

Business Type: _____

Business Classification: Class: _____ NAICS Code: _____ Bus. Lic. #: _____

Transient Merchant Host Location Application

Property Address: _____

Property TMS #: _____

Owner of Property: _____

Contact Person: _____

Phone Number: () _____ Fax: () _____ Cell: () _____

Affidavit

I _____ being duly sworn, do certify that I am the owner of the property located at (address) _____ and that I hereby make this affidavit for the following purposes: To give permission for the above location to be used by Transient Merchants, and to solemnly testify that this use is not contrary to nor prohibited by any recorded covenant as required by SC ST SEC 6-29-1145.

Property Owner's Signature

Subscribed and sworn to before
me this _____ day of _____, 20_____.

Notary Public SEAL

Notary Public _____

My Commission Expires: _____

Application Fees: \$ _____

Transient Merchant Set-Up Application

TMS #: _____

Start Date: _____ Completion Date: _____

Site Plan Attached: Yes: _____ No: _____

An inspection must be requested at least 24 hours prior to the proposed Transient Merchant operation. I certify that I have the permission of the landowner to operate at the proposed location. Yes: _____ No: _____

Application Fees: \$ _____

-----**Applicant Certification**-----

I hereby certify that the information given in this application is true that I have read and understand Section 10.5-22.7 of the Business License Ordinance and that the gross receipts are accurately reported or estimated for a new business without any unauthorized deductions. I am aware that all ordinances relating to the ****Building, Electrical, Plumbing, Fire and Zoning Codes** must be complied with before the requested license(s) can be issued.

Signature of Applicant(s): _____

Date: _____ Title: _____

Site Plan Received By: _____ Date: _____

() 2006 International Codes:**

- | | |
|---------------------------------------|---|
| Fire Code – Section 605.5: | Pertaining to extension cords |
| Fire Code – Section 906.1: | Pertaining to portable fire extinguishers |
| Plumbing Code – Chapter 4, table 403: | Pertaining to plumbing fixtures and restrooms |
| Building Code – Section 3102.1: | Pertaining to tent erection |

Questions regarding the above code requirements should be directed to the City of North Charleston Building Department, 4900 LaCross Rd., N. Chas., SC 29406 5th Flr. Rm # 518 or call (843) 740-2569 or (843) 740-2564,