



**City of Gresham**  
1333 NW Eastman Parkway  
Gresham, OR 97030  
(503) 618-2355

## Seasonal Sales Application Packet



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## **Dear Seasonal Sales Site Operator:**

Your application and other required permits and paperwork will be approved once the Licensing and Fire Departments have completed their review.

Your application packet must include:

- Seasonal Sales Application – fully complete
- Conditions of Approval – signed
- Property Owner's notarized authorization or rental agreement, if applicable
- Payment of fees with cash or check

### **Submit the packet to:**

City of Gresham

Fire & Emergency Services

1333 NW Eastman Parkway, Gresham, OR 97030

503-618-2355

Hours of operation – Monday through Friday, 8am-12pm and 1pm-4:30pm

You must keep the following documents at your sales location:

- ◆ Business License (original)
- ◆ Certificate of Insurance
- ◆ Fire Prevention Permit

The following regulations pertain to signs for temporary uses:

Temporary uses are permitted one wall sign not to exceed 32 sq ft and one A-board sign per site frontage not to exceed 12 sq ft in area. Wall signs must be affixed to a structure. A-board signs are to be displayed only during hours of operation. Additional directional signage may be approved by the Manager as needed for traffic and pedestrian safety. All signs shall be removed within 5 days of expiration of permit.

\*\*\*If you will be conducting outside sales at a temporary fireworks stand in the City of Gresham, you must also check with the City's Planning Department to see if a Temporary Use (TUSE) Permit is required.\*\*\*

**NOTE:** If you qualify as an IRS-approved, charitable, non-profit organization, you may request a fee waiver for the Business License and the Fire Prevention Permit. In order for any fees to be waived, proof of charitable status must be submitted at the time of application.



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### SEASONAL SALES APPLICATION

Please complete this Seasonal Sales Application and submit it to the City of Gresham Fire & Emergency Services with the required fees. Any person operating a Seasonal Sales Stand is required to obtain a business license in accordance with GRC 9.05.020.

Business Name			
Location Address			
City, State, Zip			
Business Phone		Fax Number	
E-mail Address			

**Business Owner Information:**

Name			
Address			
City, State, Zip			
Mailing Address			
Mailing City, State, Zip			
Emergency Contact:		Phone:	
Home/Other Phone		SS. # or Fed ID	
Date of Birth		Driver's License #	

**Business Information:**

Type of Business:			
SIC Code or NAICS Code:	FW		
Date(s)		Hour(s)	
Set Up Date		Time	AM/PM
Take Down Date		Time	AM/PM
Inspection Time		AM/PM	
Contact for Inspection		Phone	

Seasonal Business License Fee	\$ 37.50
Fire Prevention Permit Fee	\$ <u>75.00</u>
<b>Total Due</b>	<b>\$ 112.50</b>

**By signing this application, I certify that the information contained herein is true and accurate and that the applicant agrees to comply with all applicable Federal, State and local laws. Fire Prevention Permit is not valid until fire inspection is performed and any identified code violations corrected.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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## **CONDITIONS OF APPROVAL**

This form must be signed and returned to the City of Gresham.

### **The Conditions of Approval are as follows:**

1. This permit will be valid for no more than ninety (90) days from the date of this approval.
2. The area surrounding the Seasonal Sales Lot shall be maintained and the lot is to be cleared within five (5) days following the expiration of this permit.
3. The stand or merchandise will not be displayed or stacked in the Clear Vision Area as defined by Section 9.02000, 9.0202, © & (D) of the Community Development Code.
4. The conditions of other City and State permits have been met as required.

I, the undersigned applicant for the above referenced permit for Seasonal Sales, understand and agree to the conditions listed above, which are required to be satisfied as conditions of this permit.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Your permit is not valid until your signed Conditions of Approval is returned to the City of Gresham.**