



How to Apply for a Transient Merchant License in East Grand Rapids

If you're planning to conduct business as a transient merchant in East Grand Rapids, you will need to obtain a transient merchant license. This guide will help you understand the application process, requirements, and any additional considerations.

What is a Transient Merchant License?

A transient merchant license is necessary for individuals or businesses intending to sell goods or services temporarily at a location not permanently occupied by the seller, particularly for door-to-door sales.

Steps to Apply

1. Research Local Regulations

Before applying, familiarize yourself with the local ordinances related to transient merchants in East Grand Rapids (Chapter 73 of City Code). This information can usually be found on the city's official website www.eastgrmi.gov or by contacting the Public Safety office. Understanding these regulations will ensure compliance and help avoid any potential issues.

No individual may operate as a transient merchant without first acquiring a license. The Director of Public Safety is responsible for approving these licenses, provided that all other requirements and conditions outlined here are met. Each licensed transient merchant must obtain a transient merchant identification card from the city and pay the necessary fees associated with it. This identification card must be clearly displayed on their person at all times while conducting business as a transient merchant.

2. Prepare Necessary Documents

Gather all required documents prior to starting your application. While specific requirements may vary, you typically need:

- A completed application form (Found on-line at www.eastgrmi.gov or in-person at the Public Safety Department lobby.
- Two forms of identification, such as a driver's license, state ID, or birth certificate.
- A detailed description of the goods or services you intend to sell

3. Complete the Application Form

The application form for a transient merchant license is typically available for download on the East Grand Rapids city website: www.eastgrmi.gov, or it can be obtained in person at the Public Safety Lobby. Please complete the form meticulously, ensuring that all requested information is provided. It is advisable to double-check for accuracy to prevent any delays in processing.

4. Submit Your Application

Applications must be submitted in person at the Public Safety Department. During this process, a photograph will be taken for the issued badge.

5. Await Approval

Upon submission of your application and identification, the city will review your documents and conduct a background check. This process may take anywhere from several days to a few weeks. You will be informed of the decision via telephone or email, so please ensure that you provide the most reliable contact information on your application.

6. Pay the License Fee

Upon approval, a non-refundable licensing fee will be invoiced, and payment is required prior to receiving the license. Payments are made at City Hall. The fee may vary depending on the duration of your business activities. (Section 7.36)

<u>License Per Company</u>	<u>Badge</u>
\$25 for a day	\$50 per person
\$100 per week	
\$200 for an annual license	

7. Display Your License and Badge

Upon approval and payment, you will receive your transient merchant license and badge. The badge must be worn at all times while engaging in solicitation, and you are required to carry the license with you as well.

Additional Considerations

-Renewal: Check the expiration date on your license and be aware of any renewal processes if you plan to continue your business beyond the initial license period.

By adhering to these steps, you can effectively secure a transient merchant license in East Grand Rapids, allowing you to commence your business operations legally and efficiently.