



City of Cody
Vendor Application

READ GENERAL INFORMATION PRIOR TO COMPLETING

License Period: _____ to _____ Wyoming State Sales Tax # _____

Name of Business: _____

Mailing Address of Business: _____

Phone No. of Applicant: _____ Cell Phone No. _____

Contact Name for Applicant: _____

Type of Business/Product: _____

Address(es)/location(s) where business will be conducted – List All Applicable locations

Dates Business will be conducted in City limits: _____

Please list the names, contact information of all individuals conducting business under the above business name:
(attach additional sheets if necessary)

<u>Name</u>	<u>EMAIL</u>	<u>Phone #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list vehicle descriptions and license plate numbers of all vehicles operating under this license:
(attach additional sheets if necessary)

<u>Vehicle Description (year, make, model)</u>	<u>License Plate Number</u>	<u>State</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach a location map showing where the business vehicle(s) structures, and any signs will be placed on each property location listed above.

Signature of Applicant

Date

A copy of this application will be faxed to the State of Wyoming Department of Revenue for sales tax compliance verification (307) 754-2686.

For City Use Only

License Fee \$	_____
Date Paid	_____
License No	_____
CDD Approved	_____



City of Cody Vendor Application and/or Licensing Instructions

GENERAL INFORMATION:

1. It is unlawful for any temporary or transient merchant to engage in, do or transact any business within the City without having first completed a vendor application and /or obtained a license where applicable from the City of Cody.
2. A transient merchant is defined as all persons, firms, and corporations, both as principal and agent, who engage in, do or transact any temporary or transient business either in one locality or more by traveling from one or more places in the City, selling goods, wares, or merchandise and who for the purpose of carrying on such business hire, lease or occupy a building, structure or car for the exhibition and sales of such goods, wares or merchandise.
3. Business may be conducted on commercially zoned private property with the permission of the property owner. Business may not be conducted on any City property (e.g. City Parks, Ballfields) or public right of way without the prior authorization of the City Council. Conducting business on WYDOT right-of-way is prohibited.
4. If the business will be operating in an existing parking lot, the situation must be reviewed for compliance with the City parking ordinance. Contact the Community Development office in City hall, or call 307-527-3469.
5. If any structures proposed, such as sheds, kiosks, or portable shade covers larger than 120 square feet, contact Community Development Department, as a zoning review may be required.
6. Signs on the business vehicles(s), temporary signs 32 square feet and smaller within the private property on which the business is operated, typically do not require sign permits. Signs larger than 32 square feet, and any sign that will be in place longer than 120 days requires a sign permit. Off-premise signs are not permitted. Contact the Community Development Department for sign permits.
7. **Copy of Food Service Permit and/or liability insurance will be required where applicable.**
8. The annual license period runs for one year (12 months) from the date the application is submitted and license is issued (where applicable) and is only good for the locations authorized under this application. The annual fee for a transient merchant license is \$300.00 for those businesses not owned and operated by a Park County WY resident. Other permit fees may be applicable dependent upon location of sale (e.g. approved Park, Ballfield) .

9. The license fee may be modified by the City Council for an event, fair, or celebration. The modification shall apply to all transient merchants conducting business at the event, fair or celebration.
10. Disclosure of the City laws governing transient merchant licenses appears in City Ordinance Title 3 Chapter 5.

NEW LICENSES:

- Step 1: Complete a Vendor application and turn it in to the Administrative Services office at City Hall with the following required attachments, and payment of the annual fee (where applicable). Allow 48 -72 hours for processing, noting any application requiring Council Approval must be submitted a minimum of 14 days in advance of first anticipated start date.
- Step 2: Upon verification of a complete application with all required attachments and approvals, the City will issue the license certificate where applicable.
- Step 3: A copy of the license application will be faxed to the Wyoming Department of Revenue for sales tax compliance verification.
FAX: 307-754-2686

RENEWAL OF LICENSES:

Vendor and Transient merchant must submit a vendor application annual to continue to do business in the City of Cody. No renewal notification is provided by the City.