

MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 •

586-992-0710 Ext. 7103

www.macomb-mi.gov



APPLICATION PACKET FOR:

VENDORS PERMIT REVIEW

APPLICANTS TAKE NOTE OF THE FOLLOWING:

All applications must contain every page from this application packet, including the checklist and any unused pages. If your application does not include all the items, it will not be reviewed by the Planning Department.

Please use only the forms provided with this application.
No other forms, however similar, will be accepted.

VENDORS PERMIT REVIEW APPLICATION PACKET

CHECKLIST OF REQUIRED DOCUMENTS

This application must be accompanied by all items listed in the checklist below. This application shall be completed and submitted electronically with proper payment (as indicated in the application). **A PDF OF THE APPLICATION, A COPY OF THE CHECK, AND ANY/ALL PLANS AND SUPPLEMENTAL INFORMATION MUST BE EMAILED TO PlanDropbox@macomb-mi.gov.**

- _____ Initial **Completed Application and Fee Worksheet.** Incomplete applications or missing pages will not be accepted. You may add additional pages if necessary.
- _____ Initial **Payment.** Please make your (non-refundable) check payable to “**Macomb Township**”. Payment for a Vendors Permit Review is \$250.00 plus \$25.00 for each additional employee plus a separate payment of \$500.00 for the Cash Bond.
- _____ Initial **Letter.** A letter describing what permit type is requested (3 Day or 30 Day), total number of persons to be permitted, and nature of the business and/or goods to be sold.
- _____ Initial **Dimensioned and Reasonably Scaled Drawing** showing all structures and activities. This drawing does **not** have to be certified by an engineer or architect. If you are utilizing a tent attach **Flame Resistance Certification.**
- _____ Initial A copy of the **Site and Event Insurance Policy** which names Macomb Township (**not** Charter Township of Macomb) as an additional insure party; if utilizing a tent attach **Flame Resistance Certification.**
- _____ Initial A copy of **Macomb County Transient Merchant License.**
- _____ Initial **Driver’s License and a 2”x2” Photograph.** A copy of the driver’s license or state I.D. and one 2”x2” passport photograph for each person listed on the application.
- _____ Initial **Property Owners Approval.** A copy of your Lease Agreement, and/or a written and signed approval letter from the property owner of record or the licensed agent.
- _____ Initial **I am aware** that we cannot begin working in Macomb Township until we receive the authorized permit and that we can only operate during the dates approved. I have read and understand the procedure in the event my application is denied or revoked.
- _____ Initial **I am aware** that the permit provided must be worn and visible by everyone working. All badges must be returned to the Planning Department within 7 business days of the expiration date to request a refund of your posted bond. Your bond will not be returned without the return of all badges.

*** IF YOU HAVE BACKGROUND CHECKS AVAILABLE FOR ANY OR ALL OF YOUR VENDORS, PLEASE INCLUDE THEM IN YOUR SUBMITTAL ***

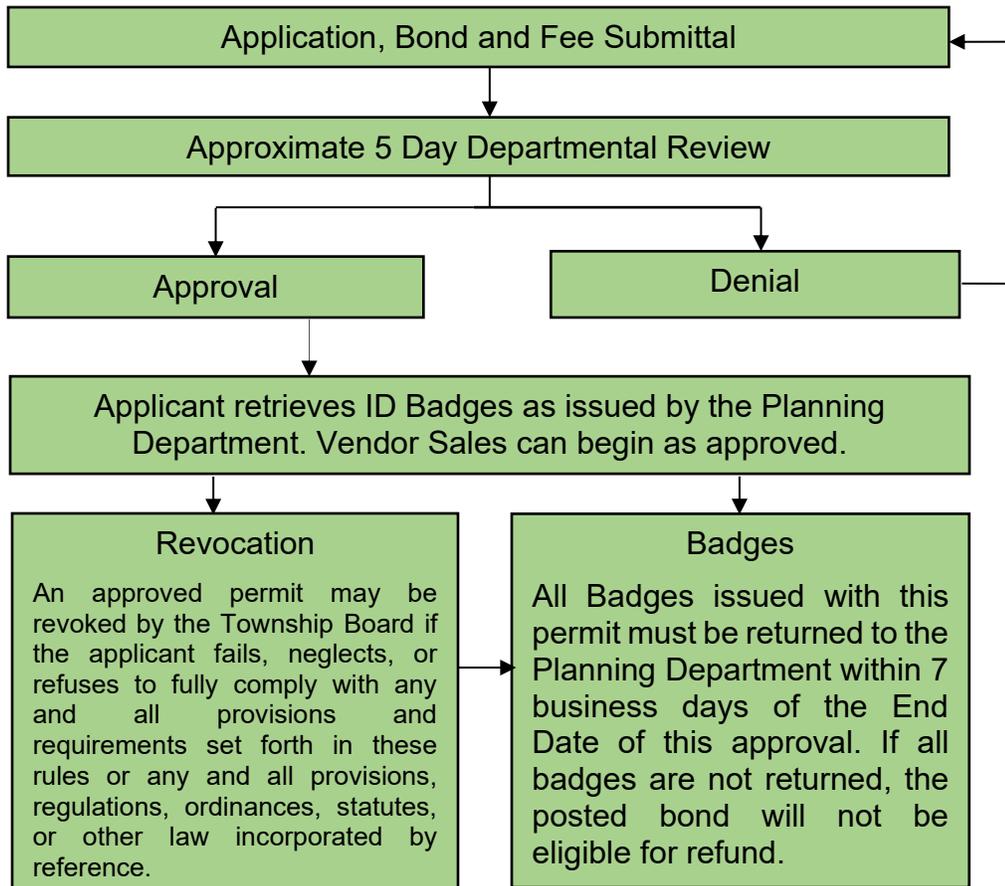
****ATTACH WORK PERMIT(S) FOR EACH EMPLOYEE WHO REQUIRES ONE****

VENDORS PERMIT REVIEW APPLICATION

OVERVIEW

What is a Vendors Permit? This license/permit shall apply to any business activity regulated under [Chapter 13 of Macomb Township Code of Ordinances](#). This permit, if approved, allows the applicant to conduct business as described in their application, at the location and during the timeframe approved in the application.

What are the procedures for a Vendors Permit Review? Upon receipt of a complete application for the Vendors Permit Review, the Planning Department will distribute the application and submittals to internal departments for an approximate 5-day review period and provide recommendations. Results of the review shall be communicated to the applicant via email. Applicant may proceed with their Vendor Sales if the application is approved, and ID Badges are issued.



Upon expiration of the Vendors Permit as approved, and the return of all badges provided for this permit, The applicant may request the associated bond be returned. This request is made in writing to the Planning Department via email PlanDropBox@Macomb-mi.gov.

VENDORS PERMIT REVIEW APPLICATION

FEE WORKSHEET

Permit Type	Bond	Fee	Each Employee
3 Day	\$500	\$100	\$25
30 Day	\$500	\$250	\$25

Please use this table to calculate your total for this application.

If applying for a 3 Day Permit:

Item	Cost	Quantity	Amount
3 Day License Fee	\$100	1	\$100
Bond	\$500	1	\$500
Additional Employee	\$25 each person		
			Total:

If applying for a 30-Day Permit:

Item	Cost	Quantity	Amount
30 Day Permit	\$250	1	\$250
Bond	\$500	1	\$500
Additional Employee	\$25 each person		
			Total:

Do any of the employees you have listed require a work permit under Act No. 90 of the Public Acts of 1978 (MCL 409.101 et seq., MSA 17.731(1) et seq.) known as the Youthful Employment Standards Act? Yes No

IF yes please attach a copy of all such work permits. Yes No

As the applicant for this license, I acknowledge that I have reviewed **The Macomb Township Code of Ordinance [Chapter 13: Solicitors, Vendors](#)**. I agree to comply with all the terms and provisions of the ordinance, as well as all other ordinances of the state applicable to the business for which I am applying for a license to conduct. Furthermore, I have or will instruct all employees as to the requirements of this chapter relating to their participation, and that I will supervise all the employees in a manner to reasonably ensure their compliance with this chapter and all other ordinances of the Township and laws of the State applicable to such business.

Signature: _____ Date: _____

Any license issued under this article may be revoked by the Township Board upon written notice from the County Sheriff's Department or the Township Code Enforcement Officers for any of the following reasons:

1. Fraud, Misrepresentation of false statement contained in the application.
2. Violation of any provisions of this chapter or any other ordinance of the Township or law of the state relating to the business for which the license was issued, or the qualifications of the licenses as required under this article.