

9.05.05 (3)

(I) A notice that the application is a public record and that the city shall exempt from disclosure information of a personal nature to the extent permitted by the Oregon Public Records and other applicable laws.

## Seasonal Sales Application Packet

## Dear Seasonal Sales Site Operator:

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

Your application packet must include:

- Seasonal Sales Application – fully complete
- Conditions of Approval – signed
- Fee waiver for non-profit – see **NOTE** below
- Property Owner's notarized authorization or rental agreement, if applicable
- Payment of fees with cash, check or online

For Fireworks stands only:

- Application for Retail Sales of Fireworks Permit from the Office of State Fire Marshal – fully complete
- Photocopy of responsible person's valid ID
- Certificate of Insurance (proof of \$100,000 minimum coverage)

## Submit the packet to:

City of Gresham

Fire & Emergency Services

1333 NW Eastman Parkway, Gresham, OR 97030

503-618-2355

Phone support Monday - Friday, 8am-12pm and 1pm-4:30pm

In person services available Monday - Friday 10am-12pm and 1pm-4pm

You must keep the following documents at your sales location:

- ◆ Business License (original)
- ◆ Certificate of Insurance
- ◆ Fire Prevention Permit
- For Fireworks stands only:
  - ◆ Entire OSFM Packet including Retail Sales of Fireworks Permit
  - ◆ Product Inventory shipping documents

The following regulations pertain to signs for temporary uses:

Temporary uses are permitted one wall sign not to exceed 32 sq ft and one reader board/A-board sign per site frontage not to exceed 12 sq ft per face per street frontage. 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.



1333 NW Eastman Parkway Gresham, OR 97030  
503-618-2355

\*\*\*If you will be conducting outside sales at a temporary fireworks or Christmas Tree 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, Temporary Use Permit and the Fire Prevention Permit. For any fees to be waived, proof of charitable status must be submitted at the time of application. Fee waiver will not be approved if the vendor performing sales is not the non-profit organization.



1333 NW Eastman Parkway Gresham, OR 97030  
503-618-2355

### 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 (Corporation, non-profit):			
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	

Vendor performing sales if different from Business Named above:

FEES	Fireworks Indoor Retail	Fireworks Outdoor Retail	Christmas Tree Outdoor
Seasonal Business License	\$40.00	\$40.00	\$40.00
Fire Prevention Permit Fee	<u>\$166.00</u>	<u>\$417.00</u>	<u>\$166.00</u>
Total Due	\$206.00	\$457.00	\$206.00

*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** \_\_\_\_\_

**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.**