

Clerk-Treasurer's Office
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Munster, IN 46321



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INFORMATION FOR TRANSIENT MERCHANT / MOBILE VENDOR LICENSE

**PLEASE READ CAREFULLY! THIS INFORMATION WILL GUIDE YOU THROUGH THE
PROCESS OF OBTAINING A TRANSIENT MERCHANT LICENSE**

(PER TOWN CODE 10-201)

1. Fill out application fully and bring government issued identification.
2. Application will undergo a **NON-REFUNDABLE** (\$25.00 fee) Background Check. (Fee is due at time of application and **DOES NOT** apply to the cost of the license.)
The background check generally takes between 2 (two) to 10 (ten) days to complete.
A separate background check MUST be completed for each worker.
3. Upon approval of background check, bring the following documents and submit with your application:
 - (a) A copy of the applicant's Lake County Indiana Health Dept. Permit
 - (b) Signed letter(s) from the property owner(s) granting permission for the applicant to operate on their property. The letters **MUST INCLUDE** the date(s), hours and location(s) for which permission is granted.

NOTE: Town Code Sections 26-511, 26-531, 26-551 & 26-571 permit operation of food trucks only in areas zoned as business or manufacturing.

4. Once the previous steps are completed and approved by the Munster Fire Department, we will call you to obtain you license. Licenses are issued for:

One Week - \$25.00
One Month - \$40.00
One Year - \$75.00

Helpful Hints!

- * Steps 1-3 must be completed before payment will be accepted for the license fee.
- * Licenses will be site-specific based on the letter(s) from the property owner(s).
- * No credit will be issued for licenses issued earlier in the year once said license has expired.
- * Background check results are good for one year.
- * Vehicle inspection results are good for one year.

(Applicant Name)

(Date)

(Email)

(Phone Number)

OFFICE USE ONLY: INITIAL AND DATE AS COMPLETED

Background Check : _____ Fire Inspection: _____ Health Certificate: _____
Letter(s): _____ Zoning Verification: _____

DEPARTMENT OF POLICE ONLY

Approved: _____

Denied: _____

**APPLICATION FOR TRANSIENT MERCHANT / MOBILE VENDOR
LICENSE**

PLEASE PRINT LEGIBLY!

Name of Applicant: _____

Driver's License #: _____

Phone Number: _____

Email: _____

Present Address: _____
(Street) (City) (State) (Zip)

List any addresses from the past 10 years:

(Street) (City) (State) (Zip)

(Street) (City) (State) (Zip)

What company do you represent?

Product or Service to be rendered?

Dates and location(s) of intended solicitation?

Description of vehicle being used:

(Make) (Model) (Color) (License) (State)

Do you have a criminal misdemeanor arrest record?

*Other than traffic violations

☐

Yes

☐

No

Year of arrest

Name of Charge

Location

Disposition

I certify that the above information is correct, and I understand that any falsification of this application of any violations of the Munster Town Ordinance governing soliciting may result in revocation of my permit, if said permit is issued.

(Signature)

(Date)

Name & Phone # of contact person if different than applicant: _____