

City of Caldwell



Submit Application to:

City of Caldwell
City Clerk's Office
P.O. Box 1179
411 Blaine Street
Caldwell, ID 83606
Phone: (208) 455-4773
(208) 455-4656
Fax: (208) 455-3003
cityclerk@cityofcaldwell.org

Non-Profit Vendor

A non-profit entity, wishing to conduct fundraising activities within city right-of-way, may apply for a license through the City Clerk. Any license issued under this special provision shall be for a period of time not exceeding six hours, and the license shall specify the day or days on which said license may be exercised.

All individuals must complete the application and a Non-Profit Vendor License must be issued to the applicant by the City Clerk's Office before any such business may be operated within the City of Caldwell.

Date of Application: _____

Requested date of activity: _____ Begin and end time: _____ to _____
(6-hour maximum)

Name of Non-Profit Organization: _____

Organization contact: (Name & contact number): _____

Coordinator Information

First Name: _____ Middle Initial: _____ Last Name: _____

Address _____ City _____ State _____ Zip _____

Email address: _____

Home Phone Number: _____ Cell/Other: _____

Nature of goods to be sold (example – Girl Scout cookies, bake sale goodies, hot chocolate, popcorn, etc):

Requested location: _____

_____ *(initial)* I HAVE READ THE ATTACHED CITY CODE (CHAPTER 6, ARTICLE 5) CONCERNING PEDDLER AND DOOR-TO-DOOR SALESMEN.

_____ *(initial)* I HAVE READ THE ATTACHED CITY CODE (CHAPTER 1, ARTICLE 5) CONCERNING THE APPEAL PROCESS TO CITY COUNCIL IF LICENSE IS DENIED.

Signature of Applicant


Date

APPROVAL SIGNATURES

REVIEWER	SIGNATURE	DATE	DETERMINATION		
			APPROVED		DENIED
CITY CLERK					
POLICE CHIEF					

Denied for the following reasons: _____

ATTACHMENTS
TO BE SUBMITTED WITH THE APPLICATION

Description of Item	 For office use only
Verification of Non-Profit status A copy of the form verifying non-profit status.	
Driver's License: Must be current within the state who issued the license.	
Southwest Health District Inspection Certificate: This certificate is only required if the applicant is selling food. Attach certificate from the Southwest District Health Department, 13307 Miami Lane - Caldwell, Idaho Phone: (208) 455-5300	
State of Idaho Tax Commission – Certificate Resale Tax Number: Certificate is issued by the Idaho Tax Commission at 800 Park Boulevard, Plaza IV – Boise Phone: 334-7660	