



**VILLAGE OF WINDSOR DIRECT SELLERS PERMIT APPLICATION**

**Applicant Information:**

Name: \_\_\_\_\_

Address (Permanent): \_\_\_\_\_

Address (Temporary): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Business Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Temporary Address from which business will be conducted (if any): \_\_\_\_\_

Temporary phone number from which business will be conducted (if any): \_\_\_\_\_

Nature of business and description of goods/services offered: \_\_\_\_\_

\_\_\_\_\_

Method of delivery of goods (If applicable): \_\_\_\_\_

Where is business to be carried on (Residential/Commercial): \_\_\_\_\_

License Period (dates and times) From: \_\_\_\_\_ To: \_\_\_\_\_

**Mobile Food Establishments:**

Description of all food to be offered for sale (attached separate sheet if needed): \_\_\_\_\_

\_\_\_\_\_

Location where business will be conducted: \_\_\_\_\_

Dates/Times business will be conducted: \_\_\_\_\_

Address of Service Base from which the operation will be supported: \_\_\_\_\_

**Vehicle to be used by applicant:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License No. \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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**Previously Conducted Similar Business:**

- 1. City/Town: \_\_\_\_\_ State: \_\_\_\_\_
- 2. City/Town: \_\_\_\_\_ State: \_\_\_\_\_
- 3. City/Town: \_\_\_\_\_ State: \_\_\_\_\_

I attest that I **have not been convicted** of any crime or ordinance violation related to the transient merchant business within the last five (5) years.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Or, I attest that I **have been convicted** of a crime or ordinance violation related to the transient merchant business within the last five (5) years.

Nature of Offense: \_\_\_\_\_

Place of Conviction \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Location Where Applicant Can Be Contacted At Least Seven (7) Days After Leaving Village of Windsor:**

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant must present to the Village Clerk:**

- \_\_\_\_\_ Copy of current driver’s license or other proof of identification that includes a photograph of applicant.
- \_\_\_\_\_ Written consent from the owners of all private property upon which it intends to operate (if applicable).
- \_\_\_\_\_ State certificate of examination and approval from an inspector of the sealer or weights and measures from the Wisconsin Department of Agriculture, Trade and Consumer Protection, where the applicant’s business requires use of weighing and measuring devices approved by State authorities.
- \_\_\_\_\_ Current valid Wisconsin Seller’s Permit.
- \_\_\_\_\_ Current auto insurance declaration page for coverage in force for the entire license period.
- \_\_\_\_\_ Every applicant for a license who is not a resident of the County, or who is such a resident and represents businesses or organizations whose principal place of business is located outside of the state of Wisconsin, shall file with the Village Clerk a surety bond for a term of one (1) year from the date of issuance of the license, running to the Village in the amount of \$5,000 with surety acceptable to the Village Finance Director.

**Additionally for Mobile Food Establishments:**

- \_\_\_\_\_ Current Mobile Food Establishment permit issued by the Wisconsin Dept. of Health Services, or its designated agent.
- \_\_\_\_\_ Current service base permit issued by the Wisconsin Department of Health Services, or its designated agent.

**\$50.00 – Registration Fee** Please make checks payable to: Village of Windsor

Receipt# \_\_\_\_\_

Temporary License # If Issued: \_\_\_\_\_

Result of investigation: I hereby APPROVE/DISAPPROVE the issuance of a license to this applicant

Village Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Fire Department Notified
- Police Department Notified