



CITY OF JOHNSTOWN
 Office of the City Clerk
 PO Box 160, 33-41 East Main Street
 Johnstown, New York 12095
 (518) 736-4011

- OFFICE USE ONLY -	
Date: ____/____/____	Receipt # _____
Permit #: _____, 2022	Fee Paid: _____
Insurance provided: <input type="checkbox"/> yes <input type="checkbox"/> no	Deposit: <input type="checkbox"/> yes <input type="checkbox"/> no
Signature: _____	
Deposit Refunded: ____/____/____	

APPLICATION / PERMIT TO CONDUCT SALES

INFORMATION REQUIRED TO PROCESS APPLICATION - Applicant must complete application & provide all supporting documents prior to the date of event. Failure to provide this information will result in delay of approval and / or denial.

1. Applicable Fee – made payable to the City of Johnstown

BUSINESS TYPE	DAY	WEEK	MONTH	QUARTER	6 MONTHS	YEAR
Vendor – Includes Hawker, Huckster, Peddler, Solicitor and Transient Merchant	\$10	\$25	\$75	\$150	\$350	\$650
Auction	\$10	\$25	\$75	\$150	\$350	\$650
Christmas Tree Sales	8 weeks - \$45					
Event Blanket Fee	1 day - \$50					

2. Events held on City property will be required to pay a separate \$100 Security Deposit, made payable to the City of Johnstown, and must be submitted with the application. The organization and/or individual will assume the responsibility of all clean-up of the area within 24 hours of conclusion of activity. Deposit will be returned if, at the conclusion of activity, the area is left in the same condition as existed at the commencement of activity.

3. Events held on City property will require proof of insurance, naming City of Johnstown as additional insured, with the following limits:

Bodily injury per person.....	\$ 50,000.00
Bodily injury per occurrence.....	\$100,000.00
Property damage.....	\$ 25,000.00

I hereby acknowledge that I have read and understand Chapter 11; Articles I & II of the City Ordinance (located at the end of this application) and will conform to its requirements in all respects.

Dated: ____/____/____

Applicant Signature

APPLICANT INFORMATION

Name: :	Phone:
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Address	State	Zip
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- Have you ever been convicted of a crime? YES NO Explain: _____
- Have you been refused a license or had a license revoked? YES NO When: _____

BUSINESS INFORMATION

Firm / Corporation:	Phone:
Contact Person	Phone:
Email:	
Address	State Zip

LICENSE INFORMATION	
<ul style="list-style-type: none"> • NYS Tax ID#: _____ • Federal Tax ID#: _____ • NYS Dept. of Ag & Markets Permit #: _____ 	<ul style="list-style-type: none"> • NYS Health Dept. Permit #: _____ • NYS Auctioneer's License #: _____

PERMIT INFORMATION
<ul style="list-style-type: none"> • Location: _____ • Length of time license desired _____ • Dates requested: _____ • Hours of Operation: _____ • Merchandise <input type="checkbox"/> Food <input type="checkbox"/> Christmas trees <input type="checkbox"/> Other <input type="checkbox"/> _____ • Description: _____ • Method of distribution: _____ When will goods be delivered: _____ • Where are goods shipped from? : _____ • Where are goods manufactured or grown? : _____

VEHICLE INFORMATION – USED FOR CONDUCTING BUSINESS OPERATIONS
Make: _____ Model: _____ Plate #: _____ Driver's License No.: _____ Insurance Company: _____

Chapter 11, Section 205(B) of the City of Johnstown Code of Ordinances:

1. No person conducting business covered under this section, in the streets, alleys, sidewalks, public park or other public places in the city shall be issued a license hereunder until such person shall have furnished to the city and filed with the city clerk, a liability policy of insurance, on which policy such person shall be named assured, with an endorsement naming the City of Johnstown as additional insured and having the following policy limits:

Bodily injury per person.....	\$ 50,000.00
Bodily injury per occurrence.....	\$100,000.00
Property damage.....	\$ 25,000.00

2. Chapter 11, Section 205(D) of the City of Johnstown Code of Ordinances A certified check or cash in the amount of one hundred dollars (\$100.00) shall be required to be posted and filed as and for a security deposit in addition to said insurance policy and not in lieu thereof, to ensure the payment of the cost and expense of the clean-up and/or repair to the streets, alleys, sidewalks, public parks or other public place. The said sum of money shall be refunded at the conclusion of the activity for which the license was obtained, provided that the public premises upon which the licensed activity was conducted is, at the conclusion of such activity left in the same condition as it existed at the commencement of such activity.

Updated: 5/2022