



Application for Direct Sellers Permit

(Application will not be processed until all documents are submitted)

1. Application fee: \$350.00
2. Completed Application and Hold Harmless Agreement (attached – 3 pages).
3. Valid form of government-issued identification bearing the applicant's photograph.
4. Valid copy of Wisconsin Seller's Permit.
5. State Certificate of Examination and Approval from the Sealer of Weights and Measures, if applicable.
6. State or Brown County Health Department Certificate, if applicable.
7. Certificate of Insurance for \$1,000,000 insuring the individual Direct Seller and/or their company and naming the Village of Ashwaubenon as an Additional Insured. Certificate of Insurance must show coverage for \$1,000,000 over the duration of the event and state, or provide a letter stating that the Village of Ashwaubenon is added by endorsement as an Additional Insured.
8. Proof of permission from the property owner for merchant operation. Site Plan for premises. Merchants must sell from property with appropriate zoning.

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED TO THE OFFICE OF THE CLERK AT LEAST SIX
(6) WORKING DAYS PRIOR TO THE PERMIT BEING ISSUED**

Name: _____
Last First Middle Name

Permanent HomeAddress: _____
Number Street

City State Zip Code Phone: _____

Birthdate: _____ Height _____ Weight _____ Hair Color _____ Eye Color _____

WI Driver License No: _____ WI Seller's Permit Number: _____

Name/address of the person, firm, association, corporation or charitable organization that you, or your employer, represent or whose merchandise is being sold:

Phone: _____

Temporary address, if applicable, where business will be conducted:

Phone: _____

Nature of business: _____

Provide detailed description of merchandise and any services offered:

Please describe how merchandise will be displayed (in tent, on cart, on table) :

Will tents or other temporary structures be erected? No Yes

If yes, contact the Fire Inspector at (920)492-2995 to review details and requirement for a tent permit.

When will business be conducted? Provide dates: From: _____ To: _____

If applicable, motor vehicle to be used to conduct business:

License Plate No.: _____ Make: _____ Model: _____ Year: _____

Name of previous three communities in which you last conducted business:

Place you can be contacted for seven days after leaving village:

Have you ever been convicted of any crime or ordinance violation related to your business within the last five years? No Yes

If answer is yes, state date, place, and offense:

Certification:

I, _____, state that I have read the foregoing answers, and the same are true to the best of my knowledge. I understand that any direct sales activity is limited to the time, date, location and inventory representations on this application and all provisions of Ashwaubenon Municipal Code, Chapter 6. Article 2.

Signature of Applicant

Date

MUNICIPAL CODE SECTION 6-1-59(B) requires payment of all amounts owed to the village before a license can be issued. Every applicant must disclose on his or her application for any license with the Village of Ashwaubenon all amount owed to the Village. Any applicant failing to disclose said debt can be denied.

I hereby certify that I do not have any outstanding debts owing the Village of Ashwaubenon.

Signature of Applicant

Return to:

Office of the Village Clerk
Village of Ashwaubenon
2155 Holmgren Way
Ashwaubenon, WI 54304
Phone: (920)492-2302

[☐] Approved _____ [☐] Denied – Reason: _____
Chief of Public Safety

OFFICE USE ONLY

No outstanding debt per Clerk (please initial): _____