



8040 S. 6th Street
Oak Creek, WI 53154
(414) 766-7000

CITY OF OAK CREEK

TRANSIENT MERCHANT

COMPANY APPLICATION

Fee Schedule:

\$375 / calendar year (expires 12/31 each year)

\$35 / day (max \$375)

(payable at application)

COMPANY NAME

COMPANY ADDRESS

CITY

STATE

ZIP

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COMPANY PHONE

ALT PHONE

AGENT / REPRESENTATIVE

DESCRIPTION OF MERCHANDISE

VEHICLE MAKE, MODEL, COLOR AND PLATE NO.

DATE(S) OF INTENDED SOLICITATION

NAME OF AUTHORIZED SELLERS / SOLICITORS (individual SELLER applications MUST be submitted for each seller/solicitor)

ARE ANY OF YOUR SOLICITORS ABSENT FROM THEIR PERMANENT PLACE OF RESIDENCE? No Yes

IF YES, IS THE PERMANENT PLACE OF RESIDENCE OUTSIDE OF WISCONSIN? No Yes

IF YES, HAVE YOU REGISTERED WITH THE WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT TO OBTAIN CERTIFICATION AND WORK PERMITS? No Yes

IF YES AND YOU HAVE NOT ALREADY REGISTERED WITH THE WI DWD, YOU CAN CONTACT THEM DIRECTLY AT 608-267-4592.

HAS APPLICANT EVER HAD A MUNICIPAL LICENSE REVOKED? No Yes If yes, explain below:

DOES THE NATURE OF APPLICANT'S BUSINESS REQUIRE THE USE OF WEIGHING OR MEASURING DEVICES? No Yes

Be advised that failure to **accurately and completely** answer the question on the application relating to any law enforcement conviction record you have may result in **DENIAL** of your license.

STATE OF WISCONSIN)
MILWAUKEE COUNTY)

_____, being first duly sworn on oath, deposes and says that he/she is the applicant named in the foregoing application and he/she has read (or had read) each of the said answers in each instance are true and correct.

Subscribed and sworn to before me this _____

Signature of Applicant

day of _____, 20____

Notary Public, Milwaukee County, Wisconsin

My commission expires _____

FALSIFICATION OF INFORMATION ON THIS APPLICATION IS GROUNDS FOR DENIAL OF A LICENSE.

Transient Merchant – COMPANY - License

License Year: Calendar
Municipal Code Sections 7.140 – 7.147

To solicit in the City, one company application and at least one seller application are required.

Once a company application is approved and on file, subsequent sellers can be added separately.

Popular exemptions:

- Any person who has an established City of Oak Creek brick & mortar place of business where merchandise is being sold is exempt from Transient Merchant licensing, providing that they have conducted business in Oak Creek for at least ONE YEAR and have notified the City Clerk's office of canvassing.
- Any resident farmer selling produce or other perishable products at retail or wholesale .

Company applications:

- Complete application, including signature by representative of the company
- Submit application fee according to daily or yearly fee structure

Seller applications:

In addition to Company application, each individual who wishes to canvass for the company must complete a Transient Merchant Seller Application. If the Seller's permanent place of residence is not WI, please see the Traveling Sales Crews information below.

- Application must be signed by applicant and notarized (City Staff is available for notary)
- Applicant should list any convictions, citations, etc., received after 18 years of age.

Applications with omitted convictions will be referred to the City Attorney's office for review and presented to a License Committee meeting for a recommendation, and are subject to denial for falsification.

- Submit application fee
- A copy of a current and valid Identification Card or Drivers' License is required.
- Seller photos are taken at time of application

Traveling Sales Crews (solicitors absent from their permanent place of residence).

- A traveling sales crew is 2 or more individuals employed as salesperson or in related support work, who travel together in a group and who are absent from their permanent place of residence for the purpose of selling consumer goods or services to consumers from house to house, on any street, or in any other place that is open to the public.
- Traveling sales crews must register with the Department of Workforce Development before applying for a Transient Merchant license with the City of Oak Creek.
- For more information on how to register with the Department of Workforce Development, you can call them directly at 608-267-4592. <https://dwd.wisconsin.gov/er/laborstandards/travelingsales.htm>

This Transient Merchant process may take from 2-4 weeks from time of application submittal to the City.