



City of Burbank
Community Development Department – Building Division
 150 North Third Street / 818-238-5280 / www.burbankca.gov

BUSINESS APPLICATION

PLEASE PRINT ALL INFORMATION

Date of Application:		
Type of Permit: <input type="checkbox"/> Convention Center Event Permit <input type="checkbox"/> Itinerant Merchant Permit <input type="checkbox"/> Daily Food Peddler Permit		
Name of Event:		
Address of Event:		
Date/s of Event:		
EVENT BUSINESS NAME OR VENDOR BUSINESS NAME:		
BUSINESS ADDRESS:		
EVENT ACTIVITY OR VENDOR BUSINESS ACTIVITY:		
Business Phone:	Business FAX:	
Email Address:	Web Address:	
Contact Person Name:	Contact Person Phone:	
Contact Person Email Address:		
Type of Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Trust <input type="checkbox"/> Other: _____		
Social Security or Federal ID Number:		
Owners, Partners or Corporate Officers (attach additional sheets if needed)		
Name:	Title:	
Home Address:		
Phone:	Driver License No.:	Email:
Name:	Title:	
Home Address:		
Phone:	Driver License No.:	Email:

I hereby certify that the information furnished in this application and the attached materials are true and correct to the best of my knowledge and belief. I understand that I may be required to submit additional information related to the proposed business before a decision can be made. I understand that this application is not proof of final approval of a license, permit, or tax certificate. This is only an application.

ONLY ACTIVITIES AND MERCHANDISE LEGAL IN BURBANK CAN BE CONDUCTED. IT IS THE VENDOR'S RESPONSIBILITY TO ALSO OBTAIN A SELLER'S PERMIT FROM CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION.

Applicant's Printed Name _____ **Title** _____

Applicant Signature _____ **Title** _____

Office Use Only

LICENSE FEE	\$ _____	DATE PAID	_____	BASIC TAX	\$ _____
PRO-RATE	\$ _____	CLASS CODE	_____	EMPLOYEE RATE FEE	
PERMIT FEE	\$ _____	BUSINESS ACCT NO.	_____	_____ X \$ _____ = \$ _____	
APPLICATION FEE	\$ _____	ZONE	_____	TOTAL TAX	\$ _____
ADJUSTMENT AMT	\$ _____	NO. OF PERSONS/DOGS/VEHICLES	_____	PRO-RATE	\$ _____
CSA FEE	\$ _____	LICENSE ISSUED DATE	_____	REG / TRANSFER FEE	\$ _____
TOTAL DUE IF BY CASH OR CHECK	\$ _____			ADJUSTMENT AMOUNT	\$ _____
2% ADMIN FEE	\$ _____			CSA FEE	\$ _____
TOTAL DUE IF BY CARD	\$ _____			TOTAL DUE	\$ _____

<u>APPROVALS</u>	DATE	APPROVED		BY	DATE
		YES	NO		
TO PLANNING	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
TO FIRE	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
TO POLICE	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
TO HEALTH	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
TO BUILDING	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
LICENSE / CERTIFICATE ISSUED					

Notes and Comments

***FOR DAILY FOOD PEDDLER: FEE IS PER DAY.** MUST PROVIDE A TEMPORARY L.A. COUNTY HEALTH DEPT PERMIT.

***FOR ITINERANT MERCHANT: FEE COVERS UP TO A 7 DAY EVENT**

****PLEASE GIVE YOUR APPLICATION, SUPPORTING DOCUMENTS AND PAYMENT TO YOUR EVENT ORGANIZER. THE EVENT ORGANIZER MUST SUBMIT EVERYTHING TO THE CITY OF BURBANK WITH ONE PAYMENT FOR ALL VENDORS A MINIMUM OF 5 DAYS PRIOR TO THE EVENT.**

3-4-1102: PEDDLERS' PERMITS, LICENSES AND FEES: No person shall engage in the business of peddler without first obtaining a permit and license therefor from the Community Development Department and paying an application fee as required by Section 3-4-1104 of this article and a license fee in the amount set forth in the Burbank Fee Resolution. [Formerly numbered Section 8-80; renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No 3623m eff. 6/28/03; 2492.]

3-4-1104: NECESSITY FOR APPROVAL OF CERTAIN PEDDLERS' LICENSES: Applications for licenses to peddle baked goods, box lunches, unwrapped food products, fruits, vegetables or ice cream shall be referred to the Health Officer for approval. An applicant for such a license shall pay an application fee in the amount set forth in the Burbank Fee Resolution. [Formerly numbered Section 8-82; renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3623, eff. 6/28/03; 2492.]

3-4-1109: ITINERANT MERCHANT'S LICENSE FEE: Every person engaging in business as an itinerant merchant shall pay a license fee in the amount set forth in the Burbank Fee Resolution. [Formerly numbered Section 8-87; renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3623, eff. 6/28/03; 2434.]