

## Transient Vendor License Requirements

Must bring in the following items at time of applying for transient vendor license at the City of Olive Branch:

1. Fill out an **application** for a transient vendor's license. A transient vendor license is only for doing business 6 months or less (not permanently).
2. Pay the fee of **\$251.00**—license is good for 90 days. (Renewal fee is \$25.00 if renewed **before** expiration date of current license. Renewal is good for another 90 days.)
3. Submit a copy of the **Mississippi State Sales Tax number** certificate.  
(MS Department of Revenue-Phone # 662-449-5150)
4. Submit a **surety or penal bond** in the amount of \$2,000, payable to the City of Olive Branch. (surety bond obtained from an insurance company and must cover from start date to one year after end date)
5. Submit a **registered agent letter** from a resident living in the City of Olive Branch that will serve as a local agent for you and who will be responsible if you leave town or you can no longer fulfill your obligations.
6. Submit a copy of the **Health Department permit** and/or recent **Health Department inspection** if applicable.  
(Desoto County Health Dept.-[www.healthyms.com](http://www.healthyms.com))

All of these items must be done and on file, before you may operate and sell your products.

If you go door-to-door selling a product, you must also obtain a solicitation permit at City Hall. This is free of charge. This door-to-door permit is good for 30 days and can be renewed one time for another 30 days.

The issuance of a transient vendor license does not give you permission to trespass.

Please be aware that any number of local, state, or federal laws and regulations may affect your business in addition to the issuance of a transient vendor license. You are encouraged to consult with the City's Planning Dept., the State Department of Health, or any other department or agency which may regulate the time, place, and manner in which your business is conducted.

**CITY OF OLIVE BRANCH  
APPLICATION FOR LICENSE TO OPERATE  
A TRANSIENT BUSINESS**

**NEW**      \$250.00 + RRF \$1.00      **RENEWAL**      \$25.00

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1. APPLICANT'S NAME \_\_\_\_\_  
DBA \_\_\_\_\_
2. APPLICANT'S PERMANENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
CITY STATE ZIP
3. TELEPHONE # (      ) \_\_\_\_\_ 4. SSN OR FEDERAL ID # \_\_\_\_\_
5. EMAIL ADDRESS \_\_\_\_\_
6. STATE OF MISSISSIPPI SALES TAX NUMBER \_\_\_\_\_
7. LIST OTHER COUNTIES AND MUNICIPALITIES WHERE LICENSED TO OPERATE TRANSIENT BUSINESS AND PERMIT OR LICENSE NUMBER. \_\_\_\_\_  
\_\_\_\_\_
8. KIND OF SERVICE OR PRODUCT \_\_\_\_\_
9. LOCATION WHERE BUSINESS WILL BE CONDUCTED \_\_\_\_\_
10. LENGTH OF TIME BUSINESS WILL BE CONDUCTED \_\_\_\_\_
11. NAME OF REGISTERED AGENT \_\_\_\_\_  
ADDRESS OF AGENT \_\_\_\_\_  
\_\_\_\_\_  
CITY COUNTY

**AGENT MUST BE A RESIDENT OF COUNTY OR MUNICIPALITY WHERE LICENSE IS OBTAINED.**

**12. IF APPLICANT IS ASSOCIATION OR CORPORATION, COMPLETE THE FOLLOWING:**

**A. NAMES AND ADDRESSES OF MEMBER OF ASSOCIATION OR OFFICERS**

NAME	ADDRESS	TITLE	SSN
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- B. CORPORATION ORGANIZED UNDER THE LAWS OF STATE OF \_\_\_\_\_ YEAR \_\_\_\_\_**  
IF FOREIGN CORPORATION, DATE AUTHORIZED TO CONDUCT BUSINESS IN MISSISSIPPI \_\_\_\_\_

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A VENDOR MUST SECURE A LICENSE BEFORE BEGINNING BUSINESS FOR EACH COUNTY AND EACH MUNICIPALITY IN WHICH BUSINESS WILL BE CONDUCTED. LICENSE IS VALID FOR 90 DAYS FROM DATE ISSUED AND IS NOT TRANSFERABLE. RENEWAL FEE IS \$25, IF RENEWAL IS FILED BEFORE LICENSE EXPIRES. THE TRANSIENT VENDOR LICENSE NUMBER, STATE SALES TAX NUMBER, AND A STATEMENT THAT VENDOR IS REQUIRED TO GIVE PURCHASERS A RECEIPT WHICH INCLUDES SALES TAX, MUST BE DISPLAYED IN A PROMINENT PLACE. THE POSTING IS REQUIRED TO BE WRITTEN IN BOLD, LEGIBLE LETTERS NOT LESS THAN ONE INCH IN HEIGHT. A CASH BOND OR SURETY BOND MADE IN FAVOR OF THE CITY OF OLIVE BRANCH IN THE AMOUNT OF LESSER, \$2000 OR 5% OF WHOLESALE VALUE OF INVENTORY, MUST ACCOMPANY THIS APPLICATION. THIS BOND MUST NOT EXPIRE FOR ONE FULL YEAR AFTER BUSINESS IS CONDUCTED. ALSO, A GOOD AND SUFFICIENT PENAL BOND IN AN AMOUNT UP TO \$1000 MUST BE ATTACHED TO THIS APPLICATION. VENDOR MUST MAINTAIN A RUNNING TOTAL OF ALL SALES AND PAY ALL APPLICABLE SALES TAXES AND ANY OTHER TAXES THAT MAY APPLY. VIOLATORS OF THIS ACT OR ANY OF ITS PROVISIONS CAN BE CONVICTED OF A MISDEMEANOR, FINED \$500 AND/OR IMPRISONED FOR UP TO SIX MONTHS.

**I DECLARE UNDER THE PENALTIES OF PERJURY, THAT THIS APPLICATION AND ALL ITS SUPPORTING DOCUMENTATION, IS TO MY KNOWLEDGE TRUE AND CORRECT.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**OFFICE USE**

**LICENSE #**

**DATE ISSUED**