



City of Ladysmith License/Permit Application

Form
B-General
Receipt # _____
Permit # _____

License Period: _____ - June 30, 20__

This completed form, required attachment(s) and fee(s) shall be submitted at the time of application to:

City Clerk's Office
120 W Miner Avenue
P. O. Box 431
Ladysmith, WI 54848
Make checks payable to: City of Ladysmith

Direct Seller's Permit <i>Ord. 7-4-1</i>	Pg. 2	Street Use Permit and Street Use Petition	Pg. 6-7
Fireworks Permit <i>Ord. 7-5-1</i>	Pg. 3	Sidewalk Permit <i>Ord. 6-2-5</i>	Pg. 5
Junk Dealer's License <i>Ord. 7-7-2</i>	Pg. 4	Special Event Permit <i>Ord. 6-2-11</i>	Pg. 5
Private Alarm Permit <i>Ord. 5-4-1</i>	Pg. 4	Street Privilege Permit <i>Ord. 6-2-6</i>	Pg. 6

Inquiries: Phone 715-532-0564 Fax: 715-532-2620 Email: snelson@cityofladysmithwi.com

Note: The City of Ladysmith has alcohol, bartender, pawnbroker and other specialty licenses and/or permit applications not included within this form. Contact the Clerk's Office for more information.

Indemnification: By signing this application, the applicant hereby indemnifies, defends and holds the City of Ladysmith and its employees and agents harmless against all claims, liability loss, damage or expense incurred by the City on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted.

To the best of the applicant's knowledge and belief, the information on this application is true, correct and complete. The applicant agrees to comply with all appropriate Wisconsin State Statutes and City of Ladysmith Ordinances relating to the license/permit. *(The City of Ladysmith Code of Ordinances is available for review at the City Clerk's Office, 120 W Miner Avenue, Ladysmith, WI 54848 or on the City website www.cityofladysmithwi.com)*

PART A – Required Applicant Information

Applicant Name (last, first, MI)	Social Security Number (required for individuals/sole proprietorships)
Business Name and/or Trade	Federal Employer Identification # (FEIN)
Title of person or Company or Type of Entity, Individual, Corp, LLC, etc.	Wisconsin Seller's Permit #
License Address	Phone
City/State/Zip Code	Fax
Business Mailing Address (if different than license address)	Email
City/State/Zip	
Applicant's Signature	Date

PART B – ANNUAL LICENSES AND PERMITS

(Check all that apply) _____ *(Check New/Renewal)* _____ **Annual fee to be paid at the time of application**

Direct Sellers/Transient Merchants New Renewal \$50.00

Peddlers/Solicitor

For any individual who, for him/herself, or for a partnership, association or corporation, sells goods, or takes sales orders for the later delivery of goods, at any location other than the permanent business place or residence of said individual, partnership, association or corporation, and shall include, but not be limited to, peddlers, solicitors and transient merchants. The sale of goods, includes donations required by the direct seller for the retention of goods by a donor or prospective customer.

Required: Initial set-up location/address: _____
(must notify the Clerk's office, in writing, prior to relocation)

Name, address and telephone number of the person, firm, association or corporation that the transient merchant represents or is employed by or whose merchandise is being sold:

Name: _____
Address: _____
City/State/ZIP _____
Phone: _____

Applicant's Driver's License # _____ **State Issued** _____
DOB _____ **Height** _____ **Weight** _____
Hair Color _____ **Eye Color** _____

Has applicant been convicted of a crime or ordinance violation related to the applicant's transient merchant business within the last five years? YES NO

State the nature of the offense and the place of conviction:
Offense: _____ **Court of Conviction:** _____
Offense: _____ **Court of Conviction:** _____

Nature of business to be conducted and a brief description of the merchandise and any services offered:

Make, model, color and license number of any vehicle to be used by the applicant:
Make: _____ **Model:** _____ **Color:** _____ **License #** _____

Most recent cities, villages and towns, not to exceed three, where the applicant conducted his/her business:
1) _____
2) _____
3) _____

Place where the applicant can be contacted for at least seven days after leaving this city:
Address _____
City/State/ZIP _____
Phone _____

Attached: a state certificate of examination and approval for the Sealer of Weights and Measures, if necessary. YES NO

Attached: a State Health Officer's certificate where the applicant's business involves the handling of food or clothing is required to be certified under state law. Such certificate shall state that the applicant is apparently free from any contagious or infectious disease and shall be dated not more than 90 days prior to the date the application for license is made. YES NO

Firework User's Permit New Renewal \$ No fee

No person may sell or possess with intent to sell fireworks, except to a person holding a permit, such as a public authority, a fair association, an amusement park, a park board, civic organization, an agricultural producer for the protection of crops or an individual or individuals. No person may possess or use fireworks without a user's permit from the Mayor or from an official or employee of the City as designated by the Common Council, in accordance with 167.10(1) Wis. Stats.

WHO IS APPLYING FOR THIS USER'S PERMIT? PUBLIC AUTHORITY FAIR ASSOCIATION AMUSEMENT PARK
 PARK BOARD CIVIC ORGANIZATION AGRICULTURAL PRODUCER INDIVIDUAL/INDIVIDUALS

CERTIFICATE OF LIABILITY INSURANCE MUST BE ATTACHED TO APPLICATION.

<i>Name of Permit Holder:</i>	<i>Telephone No.</i>
<i>Address of Permit Holder:</i>	
<i>Date on or after which Fireworks may be purchased:</i>	
<i>The Kind and Quantity of Fireworks which may be purchased:</i>	
<i>Date and Location of Permitted Use</i>	
<i>Any other special conditions:</i>	
<i>Responsible Person(s) Full Name and Position</i>	
<i>Home Address</i>	
<i>Place of Birth:</i>	<i>Date of Birth:</i>
<i>Have you been convicted in any court of a crime punishable by imprisonment for a term exceeding one year?</i> YES <input type="radio"/> NO <input type="radio"/>	
<i>Are you under the age of 21?</i> YES <input type="radio"/> NO <input type="radio"/> <i>Have you been adjudicated to any mental institution?</i> YES <input type="radio"/> NO <input type="radio"/>	
Under penalties of perjury imposed by 18 USC 844, I declare that I have examined this application and documents submitted in support thereof, and to the best of my knowledge and belief, they are true, correct and complete. I also certify that I am familiar with all published State laws and local ordinances relating to display fireworks for the location in which I intend to do business and that if reuse this permit beyond the one transaction which it authorizes, I subject myself to criminal penalties.	

APPLICANT'S SIGNATURE	TITLE	DATE
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**Junk Dealer's License**New Renewal

\$ 55.00

License required for any person, association, partnership, firm or corporation who keeps, conducts or maintains any building, structure, yard or place for keeping, storing or piling in commercial quantities, whether temporarily or continually, or for buying or selling at retail or wholesale or dealing in old, used or secondhand materials of any kind, including cloth, rags, clothing, paper, rubbish, bottles, rubber, iron, brass, copper or other metal, furniture, used motor vehicles or the parts thereof which are commonly classed as junk.

\$30.00 fee for each vehicle in addition to the one vehicle allowed for collecting junk.

Inspection. Junk Dealer's premises must be inspected by the Chief of Police, Fire Chief or Building Inspector to determine if it complies with all laws and ordinances.

How long has applicant resided in the City of Ladysmith?												
Name of Applicant's Previous Employer?												
Applicant's last 3 Employers: 1) _____ 2) _____ 3) _____												
Has applicant ever been convicted of a felony or misdemeanor? <input type="radio"/> Yes <input type="radio"/> No If yes, please include the offense, date of offense and court in which fine was adjudicated: <table border="1"> <thead> <tr> <th>Offense</th> <th>Date of Offense</th> <th>Court</th> </tr> </thead> <tbody> <tr> <td>1) _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2) _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3) _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Offense	Date of Offense	Court	1) _____	_____	_____	2) _____	_____	_____	3) _____	_____	_____
Offense	Date of Offense	Court										
1) _____	_____	_____										
2) _____	_____	_____										
3) _____	_____	_____										
Have you ever been employed by a junk dealer? Yes <input type="radio"/> No <input type="radio"/> If yes, please list name of junk dealer:												
Nature of Business:												
Kind of Materials to be collected, bought, sold:												

**Private Alarm System Permit**New Renewal

\$ 5.00

Required for each private alarm system on premises within the City. The Chief of Police issues the permits and collects the fee.

Sidewalk Permit New Renewal \$ 15.00

For use of sidewalk or street by property owners for advertising, displaying, vending, selling or dealing in any goods, wares, merchandise or service. The permit allows property owners of commercially zoned property to place certain fixtures on sidewalks which immediately adjoin their property. In addition, any nonprofit business, charitable service, religious or charitable organization may apply for a permit to advertise, display, vend, sell or deal in the goods, wares, merchandise or services of its members on any street or sidewalk, for no more than ten (10) days.

Liability Insurance coverage. The property owner may be required to provide the City with proof of liability insurance coverage. The insurance coverage shall be an amount of not less than \$500,000.00 per occurrence and the policy shall specifically state that it includes coverage for the fixtures located on City sidewalk.

FOR PROFIT BUSINESS NOT FOR PROFIT BUSINESS

Streets and Sidewalks to be closed or obstructed:			
Duration:	From	, 20	to
			, 20

Description of Use:

Special Event Vending Permit New Renewal \$ No fee

A special event vending permit shall be obtained where the vending is done by a participant in a special event and where such vending is an integral part of the event. However, where the vending is to occur in connection with a City or area-wide promotion of community trade or a festival sponsored or coordinated by an organization, the sponsoring organization shall obtain the special event vending permit, as an agent, for its participating members.

Liability Insurance: The vendor must have in force adequate liability insurance holding the City and its employees and/or agents harmless and to indemnify and defend the City, its employees and/or agents against all claims, liability, loss, damage or expense incurred by the City with adequate liability limits (Bodily Injury \$100,000.00 per occurrence); (Property Damage \$50,000.00 per occurrence).

Review by Law Enforcement. Street, sidewalk encroachments, booth locations and special parking provisions shall be submitted to the Chief of Police for review and approval a minimum of seven (7) days before start of event.

Dates of Special Event:
Location of Special Event:
Please attach a list of sponsors and participants in the special event.
Description of Special Event:

Street Privilege Permit New Renewal \$ 25.00

For the purpose of moving any building or structure or of encumbering the street, alley, sidewalk or way with materials necessary in and about the construction or demolition of any building or structure.

Bond. No street privilege permit shall be issued until the applicant shall execute and file with the City a bond not exceeding \$20,000.00, conditioned that the applicant will indemnify and save harmless the City from all liability for accidents or damage caused by reason of operations under said permit. Applicant also agrees to leave vacated premises in a clean and sanitary condition and repair any and all damage to the streets, alleys, sidewalks or public property of the City resulting from such buildings or moving operations.

Certificate of Liability Insurance must be attached to Application.

Street, Alley or Sidewalks to be closed or obstructed:			
Duration:	From	, 20	to
			, 20

Description of Use:

Street Use Permit New Renewal \$ 15.00

This permit is used to regulate and control the use of streets, such as for block parties, to the end that the health, safety and general welfare of the public and the good order of the City can be protected and maintained.

Certificate of Insurance – The applicant shall provide a certificate of comprehensive general liability insurance with the City of Ladysmith in an amount prescribed by the City’s Schedule of Insurance Requirements. The applicant may be required to furnish a performance bond prior to being granted the permit. The certificate shall name the City as an additional insured. *(The Common Council may waive the certificate of insurance requirement).*

Petition – A petition signed by not less than 60% of the residents over eighteen (18) years of age residing along the portion of the street designated for the proposed use. (A petition form is attached to this application – copies may be made). *(The Common Council may waive the petition requirement).*

Council Meeting Attendance – Applicant or its representatives must be present at the Common Council meeting in which this application shall be considered. Applicant shall be prepared to provide additional information which is reasonably necessary to make a fair determination as to whether to grant or deny this application.

1. **Street requested to be blocked off:** _____ Street/Avenue
 from _____ Street/Avenue to _____ Street/Avenue
 Time requested the above street be blocked off:
 from _____ a.m./p.m. to _____ a.m./p.m. Date _____
2. **Street requested to be blocked off:** _____ Street/Avenue
 from _____ Street/Avenue to _____ Street/Avenue
 Time requested the above street be blocked off:
 from _____ a.m./p.m. to _____ a.m./p.m. Date _____
3. **Street requested to be blocked off:** _____ Street/Avenue
 from _____ Street/Avenue to _____ Street/Avenue
 Time requested the above street be blocked off:
 from _____ a.m./p.m. to _____ a.m./p.m. Date _____

Purpose of Street Closure: _____

Required map of the area designating the street use permit is attached Yes No

Certificate of Insurance	Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Waiver requested	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Performance Bond	Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Waiver requested	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Petition	Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Waiver attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Petition for Street Use Permit

We, the undersigned residents of the # _____ block of _____ Street/Avenue in the City of Ladysmith hereby consent to the recreational or business use of this street on _____, 200____ between the hours of _____ a.m./p.m. and _____ a.m./p.m. for the purpose of

_____ and do hereby petition the City of Ladysmith Common Council to grant a Street Use Permit for use of the portion of the above street for this purpose and do hereby agree to abide by such conditions of such use as the City of Ladysmith shall attach to the granting of the requested Street Use Permit. We further understand that the permit will not be granted for the event to last later than 10:00 p.m. on the date hereinafter specified, and agree to remove from the street prior to the end of said period all equipment, vehicles and other personal property placed or driven thereon during the event for which a permit is granted.

We designate _____ as the responsible person or persons who shall apply for an application for a Street Use Permit.

Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed

List below are those residents not signing and/or opposing the Street Use Permit

Signature	Address	Date Signed
Signature	Address	Date Signed

Signature	Address	Date Signed
Signature	Address	Date Signed

PART C – CITY REVIEW OF APPLICATION – (to be completed by City)

Application Reviewed by: _____ Date: _____

The following applications are: complete "C" or incomplete "I" at the time of receipt.

	C	I		C	I
Direct Seller's License			Private Alarm Permit		
Fireworks Permit			Sidewalk Permit		
Junk Dealer's License			Special Event Permit		
Street Use Permit/Street Use Petition			Street Privilege Permit		

Describe each license and/or permit incomplete issues:

Police Department Approval: _____
Date

Council Approval: _____
Date

Police Department Denial: _____
Date

Council Denial: _____
Date