



## **Itinerant Merchant Permit Application Checklist**

Congratulations on deciding to do business in the City of Greenville. Please follow these instructions.

- Please pay the non-refundable application fee to Financial Services at City Hall, 200 West Fifth Street, Greenville. For the amount, please refer to the Manual of Fees. Attach a copy of the receipt.
- Provide a copy of the North Carolina Sales Tax Reporting Number issued by the North Carolina Department of Revenue.
- If the business is on private property, please submit written documentation granting permission from the property owner.
- Submit the completed packet (including the completed application) to the police department with attention to the GPD Strategic Services Lieutenant.

Next steps in the process:

- Planning and Development Services will review the application.
- The police chief will review the application.
- The applicant will be contacted about the final status of the permit.

Any questions during the process should be directed to the GPD Strategic Services Lieutenant.