Application for Permit to Sell

I hereby apply for a permit to sell on the Historic Roanoke City Market.

Name _____

Business Name _____

Mailing Address _____

Phone _____Fax _____

E-mail _____

I am a: (circle one) Farmer Baker Artist / Crafter

Please give a brief description of the products you propose to sell:

_____
_____
_____
_____

Artists / crafters will be juried. Please submit a CD with photographs of your work. Be sure to include images of ALL types of products you wish to sell. For example, if you wish to sell jewelry and pottery please submit examples of both these items. You MUST receive prior approval before offering an item for sale on the Market.

I currently sell at these locations (Circle and provide details):

Other Public Markets _____

Retail Outlets, Including Galleries _____

Internet _____

Fairs, Festivals _____

On Farm / At Home _____

Other _____

I have previously been granted a permit to sell on the Market. YES NO
If yes, give approximate dates _____

Will all products being sold originate at your facility or farm? YES NO
If not, provide a list of sources with name, address, and phone number on a separate sheet.

Items sold at the Roanoke City Farmers Market must meet applicable health and sanitation codes as well as state wide agricultural requirements. It is the sole responsibility of the vendor to ensure compliance.

I have obtained the required license(s) or authorization(s): (only answer those listed under your vendor category)

FARMERS:

Virginia Department of Taxation YES NO
For sales and Income Tax

Virginia Department of Weights and Measures YES NO
For scale certification

Virginia Cooperative Extension YES NO
*For notarized grower's permit**

BAKERS:

City of Roanoke Commissioner of Revenue YES NO
*For business license**

City of Roanoke Commissioner of Revenue YES NO
For registration for prepared food and beverage tax

Virginia Department of Taxation YES NO
For sales and Income Tax

Virginia Department of Weights and Measures YES NO
For scale certification

Virginia Department of Agriculture
*For inspection report to vend prepared, baked, canned goods, honey** YES NO

ARTISTS / CRAFTERS:

City of Roanoke Commissioner of Revenue YES NO
*For business license**

Virginia Department of Taxation YES NO
For sales and Income tax

**a copy of these items must be submitted to DRI before selling on the Market*

If Artist / Crafter…

I submit with this application an affidavit confirming that I have made each of the items I propose to sell on the Market. YES NO

I have received a copy of the Roanoke City Market Handbook Rules and Regulations for the Operation and Use of Market Spaces and I understand that if I have provided false information or if I violate the Rules and Regulations outlined in the Market Handbook, I will not be permitted to sell on the Roanoke City Market.

Applicant's Signature _____

Date of Application _____

Date Received by Downtown Roanoke _____