Transient Merchant License Application Checklist
(Temporary Outdoor Merchandise Sales)

This page is for reference only and does not need to be submitted with the application.

**REQUIRED DOCUMENTS**

- ☐ Completed City of Cedar Rapids Transient Merchant License application (please allow up to two weeks for processing)
- ☐ Applicable fee, by cash or check payable to the City Treasurer ($20/day or $35/week – Merchants cannot operate at a site for more than seven days)
- ☐ Detailed site map of the sale location
- ☐ Copy of a lease agreement or letter of permission from the property owner
- ☐ Certificate of General Liability Insurance (including products liability coverage in the amount of $300,000 or more per occurrence and $100,000 for property damage) with the City of Cedar Rapids and its employees named as additional insureds
- ☐ A $1000 surety bond in the applicant’s name (as Principal)
- ☐ Transient merchants must also abide by the State bond requirements as stated in Iowa Code Chapter 9C.4