



APPLICATION FOR ADDITIONAL EMPLOYEES

**Controller's Office
100 E. Michigan Boulevard
Michigan City, Indiana 46360
(219) 873-1404**

INSTRUCTIONS TO APPLICANT: The applicant must deliver a completed Application for Additional Employees to the Controller's Office at City Hall accompanied by all items required by this application. If the application is complete, the Controller's Office will refer the application to the Board of Public Works & Safety ("Board") for review and recommendation. You must appear at the next regularly scheduled meeting of the Board to answer any questions regarding the application. If you are unable to appear or fail to appear at this meeting, the Board may table the application to a future meeting or proceed in your absence. The Board meets at 8:30 a.m. (C.S.T) on the 1st and 3rd Monday of each month, unless said date occurs on a holiday. In that event of a holiday, the Board meets the next day at 8:30 a.m. The meeting occurs in the lower level of City Hall, which is located at 100 E. Michigan Boulevard, Michigan City, Indiana in the Common Council Chambers.

APPLICANT INFORMATION

Name: [Click here to enter text.](#)

E-mail: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) State: [Click here to enter text.](#) Zip Code: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Fax Number: [Click here to enter text.](#)

Date of Birth: [Click here to enter text.](#)

Driver's License Number: [Click here to enter text.](#) State Issuing License: [Click here to enter text.](#)

BUSINESS INFORMATION

Business Legal Name: [Click here to enter text.](#) DBA: [Click here to enter text.](#)

Permanent Business Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) State: [Click here to enter text.](#) Zip Code: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Fax Number: [Click here to enter text.](#)

Indiana Sales Tax ID Number: [Click here to enter text.](#)

EMPLOYEE INFORMATION

List the number of employees/agents that will be transacting business under this license:

(Please note that if license is granted, each employee must obtain a City-issued identification badge and the cost for each badge is \$10.00. In addition, for each individual listed as an employee/agent, you must attach their driver’s license or another suitable form of required photo identification to this application.)

For each employee/ agent transacting business under this license, list the following for each individual:

Name: [Click here to enter text.](#)
E-mail: [Click here to enter text.](#)
Address: [Click here to enter text.](#)
City: [Click here to enter text.](#) State: [Click here to enter text.](#) Zip Code: [Click here to enter text.](#)
Phone Number: [Click here to enter text.](#)
Fax Number: [Click here to enter text.](#)
Date of Birth: [Click here to enter text.](#)
Driver’s License Number: [Click here to enter text.](#) State Issuing License: [Click here to enter text.](#)

Name: [Click here to enter text.](#)
E-mail: [Click here to enter text.](#)
Address: [Click here to enter text.](#)
City: [Click here to enter text.](#) State: [Click here to enter text.](#) Zip Code: [Click here to enter text.](#)
Phone Number: [Click here to enter text.](#)
Fax Number: [Click here to enter text.](#)
Date of Birth: [Click here to enter text.](#)
Driver’s License Number: [Click here to enter text.](#) State Issuing License: [Click here to enter text.](#)

(Attach additional sheets if necessary).

CONVICTION OF FELONY, MISDEANOR, OR ORDINANCE VIOLATION

Has any employee of agent of applicant listed in this application ever been convicted of a felony, misdemeanor or violation of any ordinance? Yes No

If yes, identify the person(s) convicted of the offense, describe the nature of the offense(s), date(s) of conviction, and punishment(s) thereof. [Click here to enter text.](#)

ATTACHMENTS TO THIS APPLICATION (please check if information is attached)

- Photo identification for applicant.
 - Photo identification for all applicant’s employees conducting sale pursuant to license.
- Suitable forms of photo identification include the following, which must be valid and unexpired: 1.) driver’s license; 2.) state-issued identification; 3.) learner’s permit, 4.) active U.S. military identification card; 5.) passport; 6.) U.S. Certificate of Naturalization; 7.) U.S. Permanent Resident Card; and 8.) U.S. Employment Authorization Card.

APPLICANT CERTIFICATION/ WAIVER & RELEASE

I hereby certify and declare under the penalties of perjury under the laws of the State of Indiana that the information containing in this application is true and accurate. I acknowledge that I have read Article II entitled “*Canvassers, Peddlers & Solicitors; Street Vendors; Transient Merchants; and Mobile Food Vendors*” in Chapter 26 of the Michigan City Municipal Code, which can be found at www.municode.com. I understand the granting of a permit does not presume to give authority to violate or cancel provisions of any other local or state law regulating such activities.

Applicant hereby waives, releases and discharges on behalf of himself, or by any other person or entity acting on his behalf or on their own behalf, including but not limited to assignors, heirs, executors, and administrators, the City from any and all claims or demands therefore on account of injury, loss, or damage to person or property, wrongful death actions, future claims, demands, liens, rights, costs, expenses, and other related items of damage or actions of any kind on account of, growing out of, or which may result from the issuance of a vendor license to the Applicant by the City and any and all activity conducted as a result thereof, which arise or in the future may arise. The Applicant expressly agrees to indemnify and hold the City harmless from any and all claims or demands therefore on account of injury, loss, or damage to person or property, wrongful death actions, future claims, demands, liens, rights, costs, expenses, and other related items of damage or actions of any kind by the Applicant, or by any other person or entity acting on his behalf or on their own behalf, including but not limited to assignors, heirs, executors, and administrators, on account of, growing out of, or which may result from the issuance of a vendor license to the Applicant by the City and any and all activity conducted as a result thereof, which arise or in the future may arise. It is expressly intended that such indemnification and hold harmless obligation shall extend to and include attorney fees and costs incurred by the City in defending any claim, causes of action, wrongful death causes of action, or demands taken by the Applicant.

This Waiver & Release of Liability shall be construed and enforced in accordance with the laws of the State of Indiana. Should any portion of this Waiver & Release of Liability be judicially determined invalid, voidable or unenforceable, for any reason, such portion of this Waiver & Release of Liability shall be severable from the remaining portions herein and the invalidity, void ability, or unenforceability thereof shall not affect the validity, effect, enforceability, or interpretation of the remaining provisions of this Waiver & Release of Liability. The Applicant declares that he/she is over the age of eighteen (18) years, of sound mind, and has carefully read this Waiver & Release of Liability and understands and consents to the terms herein. The Applicant further declares and represents that no promise, inducement or agreement not herein expressed has been made to the Applicant, and that the terms of this Waiver & Release are contractual and not a mere recital.

Applicant Signature

Date

Printed Name of Applicant

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Before me, the undersigned, a Notary Public, in and for said County and State, this __day of _____ 201_____, personally appeared the individual and acknowledged the execution of the forgoing document. In witness whereof, I have subscribed my name and affixed my officials seal.

My commission Expires: _____

_____, Notary Public

If Application for Additional Employees is approved by Board of Public Works and Safety, you must do the following:

- Each person transacting business pursuant to this license must obtain a City-issued identification badge.
- Submit payment for any additional identification badges required by virtue of your license.
Each person conducting business pursuant to a license must possess and display the City-issued identification badge and photo identification on their person at all times said person is transacting business in accordance with said license.

Definitions:

Canvasser. Every person who seeks opinions, preferences, or other information for commercial purposes.

Mobile Food Vendor. Every person who operates a self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion service on or in public, private, or restricted spaces. Mobile food vendors planning to operate in Michigan City must first receive a food establishment permit from the LaPorte County Health Department.

Peddler. Every person who sells or offers for sale goods, wares, or merchandise directly by going from house-to-house, door-to-door, business-to-business, or any other place-to-place movement.

Required Identification. Suitable forms of photo identification to apply for a license include the following, which must be valid and unexpired: 1.) driver's license; 2.) state-issued identification; 3.) learner's permit, 4.) active U.S. military identification card; 5.) passport; 6.) U.S. Certificate of Naturalization; 7.) U.S. Permanent Resident Card; and 8.) U.S. Employment Authorization Card.

Solicitor. Every person not carrying goods, wares, or merchandise, but taking orders for future delivery of goods, wares, merchandise or services, or soliciting for money, or other things of monetary value by going house-to-house, door-to-door, business-to-business, or any other place-to-place movement.

Street Vendor. A person who sells, offers for sale, exposes for sale, solicits offers to purchase, or barter food, goods, or services in a street, alley, sidewalk, or other public place or right-of-way from a stand, pushcart, or by person.

Transient Merchant. Every person who engages in the sale of goods, wares, merchandise, or services in any place in the City on a temporary basis and does not anticipate becoming an established business merchant for a continuous period of 180 days or longer. A transient merchant includes any person who rents, erects, purchases, uses, or occupies any vehicle, room, building, structure, or lot, including but not limited to those located in or along parking lots, shopping centers, or other areas for the purpose of purchasing, selling, or offering for sale anything of value at such location without becoming an established business merchant. This definition excludes mobile food vendors. A person so engaged as a transient merchant shall not be relieved from complying with the provisions of this Article merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such transient business in connection with, as a part of, or in the name of, any local dealer, trader, merchant, or auctioneer. Anyone conducting business as set forth in this definition within the City for a period of less than 180 days shall be deemed a transient merchant.

FOR OFFICE USE ONLY

Date Application for Additional Employees Approved by BOW _____

Did you issue additional City Identification Badges? Yes No

How many additional City-Issued Identification Badges did you issue? _____

Did you make a copy for the file of each Identification Badge you issued? Yes No