



**City of Baker City**  
 1655 1st Street, Baker City, OR 97814  
 (541) 524-2036, Fax (541) 524-2024

## Application for Sidewalk Merchandising Permit Per Ordinance 3365

**APPLICANT INFORMATION \*\*\*this individual will serve as the Permit Holder\*\*\***

Applicant Name: *First:* \_\_\_\_\_ *Middle Initial:* \_\_\_\_\_ *Last:* \_\_\_\_\_

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

**BUSINESS INFORMATION**

Business Name/DBA: \_\_\_\_\_

Type of Permit Requested: (Display of Merchandise, Sandwich or Sign Board): \_\_\_\_\_

Comments: \_\_\_\_\_

NOTE: Sandwich signs or boards may not be more than 4 feet in height nor more than 2 feet in width. A certificate of insurance in the amount required by state law for municipal tort limits shall be attached and must name Baker City as an Additional Insured Party. Other requirements are contained in the City Ordinance No. 3365, which should be read before placing anything on City sidewalks.

**Application Fee of \$50.00—Payment must be submitted with application.**

**Certificate of Liability Insurance—Must be submitted with application.**

The undersigned Applicant understands that processing of this application will be handled in accordance with City ordinance and the procedure for requesting a permit. It is further understood that acceptance of this application in no way obligates the City to permit the subject area.

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**FOR OFFICIAL CITY USE ONLY**

Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

City Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Issued:    Yes                      No

Date Notification Sent to Applicant: \_\_\_\_\_