



**CITY OF ELKO TEMPORARY MERCHANT APPLICATION**  
**1751 COLLEGE AVE. ELKO, NV 89801**  
**PHONE: (775) 777-7138 FAX: (775) 777-7129 EMAIL: [buslic@elkocitynv.gov](mailto:buslic@elkocitynv.gov)**

Every person conducting the business of a Temporary Merchant in the Elko City limits shall make application and pay the applicable fees for a Temporary Merchant License, pursuant to Elko City Code 4-1-15.

The attached form indicates requirements and restrictions which must be completed and agreed upon prior to the issuance of a license. The applicant must also contact the Nevada Department of Taxation in Reno to determine their tax requirements. The Taxation Department in Reno can be contacted via their website at [www.tax.state.nv.us](http://www.tax.state.nv.us), via email at [renoevents@tax.state.nv.us](mailto:renoevents@tax.state.nv.us), fax at 775-688-1303 or by phone at 866-962-3707. The applicant must provide the City with verification of compliance from the Department of Taxation.

This license is valid for 30 days within the calendar year which do not need to be used consecutively. If the date or location of the sale changes, the licensee must contact the City to make the required changes.

Business Name \_\_\_\_\_ Location \_\_\_\_\_

Type of Sales \_\_\_\_\_ FEE: 1 to 30 Days within the calendar year **\$103.50**  
 Plus a **\$25.00** processing fee for a new license

Please list the dates below that sales will be conducted at this location.

\_\_\_\_\_ to \_\_\_\_\_      \_\_\_\_\_ to \_\_\_\_\_      \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ to \_\_\_\_\_      \_\_\_\_\_ to \_\_\_\_\_      \_\_\_\_\_ to \_\_\_\_\_

**No license will be issued in excess of 30 days within a calendar year without first securing a conditional use permit through the Planning Department.**

The following are the names, addresses and phone numbers of the persons owning or operating said business:

_____	_____	_____
Name	Address	Phone
_____	_____	_____
Name	Address	Phone
_____	_____	_____
Name	Address	Phone

**In addition to completing the application, the licensee must obtain signed approval from the following departments:**

- |  |  |
|--|--|
| _____  | _____  |
| Type of verification from Nevada Taxation                              | Nevada State Health Dept. ( <b>FOOD SALES</b> )<br>1020 Ruby Vista Dr. Ste. 103 Elko, NV (775)753-1138 |
| _____  | _____  |
| Elko City Planning Department<br>1751 College Ave. (775) 777-7160      | * Elko City Police Department<br>1448 Silver St. (775) 777-7310  |
| _____  | _____  |
| Elko City Fire Department<br>911 Idaho St. (775)777-7352               | Make of Vehicle/License #  |
| _____  |  |
| ** Nevada Department of Transportation<br>1951 Idaho St. (775)777-2725 |  |

\* The Police Department will not sign off until all other applicable signatures have been obtained.  
 \*\* Any business selling on Lamoille Highway, Mountain City Highway, 5<sup>th</sup> St. and Idaho Street from 5<sup>th</sup> to Silver St. must also obtain approval from the Nevada Department of Transportation.

**CITY OF ELKO**  
**TEMPORARY MERCHANT REQUIREMENTS, RESTRICTIONS AND AGREEMENT**

**Idaho Street Restriction:** Temporary Merchants shall not be allowed to display, sell or solicit merchandise for sale within the Idaho Street right-of-way or within one hundred feet (100'), measured from the centerline of the Idaho Street right-of-way, on either side where there are no curb and gutter improvements.

**Exception:** An Applicant may request a reduction of the required setback of one hundred feet (100') from the centerline of Idaho Street subject to the following:

- A) Applicant must demonstrate the means and method(s) to control ingress/egress to the property; and
- B) Applicant must demonstrate the means and methods to provide that all parking and backing movements will be conducted on the property; and

**In no case shall the reduction of the required setback encroach within the Idaho Street right-of-way.**

**Advertising:** The applicant shall not use off-premise or directional signage.

**Display:** Temporary Merchants shall display at all times of operation, all applicable permits, approved site plan and City business license.

**Removal upon Vacation:** Any space occupied by a temporary merchant must be completely cleared of all paraphernalia associated with the use as well as all dirt or litter upon termination or vacation.

**Planning Department Approval:**

An applicant for a license must file a detailed site plan of the property with the City Planning Department for review prior to obtaining a license. The site plan must include the following:

- 1. All existing buildings and/or structures
- 2. Location and configuration of existing parking area(s)
- 3. Size and location of the proposed display area
- 4. Number of parking spaces displaced by the display area

**Outdoor sales shall not interfere with circulation or parking of vehicles in any required parking area.**

**Failure to comply with any of the provisions of this code shall be cause for the immediate revocation of the license and shall be cause for a 12 month waiting period prior to reapplication.**

The undersigned declares that he/she is the applicant/agent in the foregoing application and agrees to comply with all applicable Elko City codes for a Temporary Merchant.

\_\_\_\_\_  
(signature of applicant/agent)

\_\_\_\_\_  
(mailing address & phone number)

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

As owner of the property at the aforementioned location I agree to allow the applicant to set up a temporary business on my property in accordance with all applicable Elko City codes.

\_\_\_\_\_  
(property owner signature)

\_\_\_\_\_  
(mailing address & phone number)

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

**After the application has been completed it must be returned to the Elko City Business License Department with payment before a license will be issued.**