



City of Palmer
Department of Community Development
645 E. Cope Industrial Way, Palmer, AK 99645
Phone: 907-745-3709 • Fax: 907-745-5443
www.palmerak.org

Information for Itinerant Vendors

Thank you in your interest in becoming an itinerant vendor in the City of Palmer. Itinerant vendors are defined as those who, whether a resident of the city or not, engage in a business of selling and delivery of goods, wares, food or merchandise of any kind or description and who conducts such a business outside of a permanent structure affixed to real property.

Palmer Municipal Code Chapter 5.28 outlines the regulations pertaining to Itinerant Vendors and is available on our website at: <https://palmer.municipal.codes/PMC/5.28>

Before conducting business in the City of Palmer, you must obtain a City of Palmer Itinerant Vendor Permit (\$50 fee) *and* a City of Palmer Business License (\$25 fee). Attached is a link to City of Palmer MUNIREvs where you can get started with a questionnaire and then a City of Palmer business license and Itinerant Vendor Permit: <https://palmerak.munirevs.com/>

When submitting your Itinerant Vendor Permit application, be certain to attach the following:

- ✓ A copy of your State of Alaska health permit required for the preparation and sale of food or beverages (if applicable)
- ✓ A copy of your insurance policy which includes the requirements listed in PMC 5.28.100: "A vendor of food or beverages shall have general liability including products liability insurance in the amount of \$1,000,000 combined single limit (CSL), bodily injury and property damage per occurrence and \$2,000,000 aggregate"
- ✓ Site plan (if applicable)

Once an Itinerant Vendor Permit is issued, it expires on December 31 of the same calendar year in which it was issued.

You are EXEMPT from having to submit an Itinerant Vendor Permit if you are:

- An itinerant vendor solely located at the Alaska State Fairgrounds;
- An itinerant vendor that meets the criteria of PMC Chapter 5.28 for a special event as authorized by the city manager; or
- An itinerant vendor solely located within a community hall, gymnasium, ice rink, library, church or similar facility.

A print application may be obtained by contacting Palmer Community Development at 907-745-3709x1 or by email request to jpatterson@palmerak.org.