

Town of Hillsborough  
P.O. Box 429  
Hillsborough, NC 27278



### ITINERANT MERCHANT PERMIT APPLICATION INSTRUCTIONS

Please submit a signed and completed application (including payment) in person or via U.S. Mail before conducting business within the Town's jurisdiction. The only acceptable form of payment is a personal or business check. Please do not mail cash.

If submitting your application in person, please visit the Town of Hillsborough Finance Department located in the Town Annex at 137 N. Churton St, Hillsborough, NC 27278.

If submitting your report via U.S. Mail, please mail your application and check to:

Town of Hillsborough Finance Dept.  
Attn: Accounts Payable, Itinerant Merchant  
P.O. Box 429  
Hillsborough, NC 27278

Any questions pertaining to the Town's Itinerant Merchant Permit policy may be submitted via e-mail to [Accounts.Payable@HillsboroughNC.org](mailto:Accounts.Payable@HillsboroughNC.org) or via phone by calling (919) 732-2104.

### TOWN OF HILLSBOROUGH • ITINERANT MERCHANT PERMIT APPLICATION

A ) Legal Name of Business \_\_\_\_\_  
\*Use individual/owner name if no business name

Doing Business As \_\_\_\_\_  
\*Use individual/owner name if no business name

Operator of Business \_\_\_\_\_  
\*Provide responsible individual's name (print)

B ) Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location(s) Where Conducting Business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Provide physical address(es), business name(s), intersection(s), etc. to best describe location

Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

C) Mode of Business:

Brick & Mortar      Stand / Tent  
Door-to-Door        Vehicle-Based

Nature of Business \_\_\_\_\_  
\*What will you be selling?

Will you sell any prepared food?      Yes      No  
\*If yes, Hillsborough Single-Day Prepaid Food & Beverage Tax Application is required

Will you sell any prepared beverages?      Yes      No  
\*If yes, Hillsborough Single-Day Prepaid Food & Beverage Tax Application is required

Will you sell any beer and/or wine?  
\*If yes to either, Hillsborough Single-Day Prepaid Food & Beverage Tax Application is required AND Hillsborough Beer/Wine Business License Application are required

Beer:              Yes              No  
Wine:             Yes              No

Will you operate as a taxicab?              Yes      No  
\*If yes, Hillsborough Taxicab Business License Application is required

D) Fees Enclosed:

Itinerant Merchant Permit ( \$15 ):      Yes      No

Total Fees Enclosed: \_\_\_\_\_

E) 12 Digit State Sales Tax # H - \_\_\_\_\_  
\*if applicable

F) Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_