

## Sidewalk Sales License Requirements

- Fill out application and BCI (background check) and drop off both at the Smithfield Police Department for the Police Chief's signature
- Written consent of land owner
- Drawing of area where the Sidewalk Sales will be taking place
- Letter of what type of Sidewalk Sale it is going to be, date and time of event
- If necessary a parking plan for lawful parking must be conducted in accordance with the Smithfield Police Department
- Cost of Sidewalk Sales License is \$25.00
- Once all paperwork is received the new license will be placed on the Town Council agenda for approval (**please note:** all complete paperwork must be received in the Town Clerk's Office the Wednesday of the week before a Town Council Meeting by 12:00 p.m.)