

About the Itinerant Merchant License ([MCC 4-212](#))

An Itinerant Merchant is any business / individual who:

1. Occupies or leases for less than one year a fixed indoor retail space for the sale of merchandise or provision of services, including, but not limited to, seasonal stores, warehouse sales, trunk shows, estate sales, trade shows or exhibitions; or
2. Occupies or leases for less than one year a fixed outdoor retail space for the sale of merchandise or provision of services, including, but not limited to, pumpkin patches and Christmas tree lots; or
3. Is the organizer or sponsor of a special event, trade show or exhibition.

Pre-Application Checklist

The following activities must be completed **BEFORE** applying for any business license.

- ✓ [Register your business with ALL of the appropriate government agencies.](#)
- ✓ [Check state or federal laws and requirements.](#)
- ✓ If the special event will be held outside, the organizer will need to complete a Special Events Permit Package and submit it at least 45 prior to the start of the event to the Department of Cultural Affairs & Special Events ([DCASE](#))

How do I apply?

You may apply for a license (i.e. Non-Special Event) in person at the Department of Business Affairs and Consumer Protection (BACP) office in City Hall, 121 North LaSalle Street, Room 800. An appointment is recommended and can be made by calling (312) 74-GOBIZ / (312) 744-6249, or by going online at www.cityofchicago.org/bacp, and then click on [Schedule An Appointment With A Business Consultant](#).

License Application

- A separate license shall be required for each separate business location.
- All activities and services to be provided must be described on the application.
- License application fee: **\$25.00 per vendor** per two-week term.