City of Houston

Administration & Regulatory Affairs

CITY OF HOUSTON

Commercial Permitting & Enforcement Section
Administration & Regulatory Affairs Department

Common Market (Own and/or Operate) Application

Permit Issued: _____ Date of Application: _____

Annual Fee Range
(Fee is based on the number of on-site vendors or booths; a $26.42 Administrative Fee is required with each application)

0 to 10 $79.29 ☐ 11 to 20 $158.58 ☐ 21 or more $211.45 ☐

The Undersigned hereby make written application for a common market license during the year _____ from _____ to _____

1. Name of Common Market: _____
   Street Address: _____
   Telephone No.: _____

2. Name and Address of Owner: _____
   _____ E-mail Address: _____

3. Is the Owner an Individual, Partnership, Association or Corporation?
   _____

4. If the Owner is a Partnership, give names and addresses of each partner?

Name	Address

5. If the Owner is a Corporation, state whether organized under laws of Texas or of another state; give address of Houston office, names and residence addresses of all officers, directors or trustees:

State under which Corporation is organized		Houston office address
Name	Title	Address
Name	Title	Address
Name	Title	Address

6. Name, address and telephone number of person who will operate the Common Market:
   _____

7. Is the Operator an Individual, Partnership, Association or Corporation?
   _____

8. If the Operator is a Partnership, give names, residences and telephone number of each:

Name	Address
Name	Address
Name	Address

9. If the Operator is a Corporation, state whether organized under laws of Texas or of another state; give address of Houston office, names and residence addresses of all officers, directors or trustees:

State under which Corporation is organized		Houston office address
Name	Title	Address
Name	Title	Address
Name	Title	Address

10. Has any Individual, Partnership, Corporation or Association listed on this application been convicted of a crime involving theft or fraud within the past five (5) years or had a license revoked under this or any preceding City of Houston Ordinance governing the business described herein? If yes, explain:

_____

_____

_____

11. The name of the property owner of the real property on which the common market will be operated is: _____ _____.

Is a copy of the legal description for the property attached? Yes ☐ No ☐
Is the notarized written affidavit of consent from the owner granting permission attached? Yes ☐ No ☐

12. Every Licensee of a Common Market shall cause to be kept a record of each transaction in which a space, booth and/or room in a common market is rented or let, unless such space, booth and/or room is rented or let for thirty (30) consecutive days or more and such space, booth and/or room will be open for business not less than five (5) days per week. Such record shall include: (a) the name of each person renting or leasing the space, booth and/or room. (b) The dates such space, booth and/or room may be used by the person renting or leasing the same. (c) The name of all persons who will be selling or assisting the leasee in selling goods in that space, booth and/or room. (d) The mailing address of each person renting or leasing a space, both and/or room and of each person selling and/or assisting in the selling of goods in that space, booth and/or room. (e) The driver's license number of each person renting or leasing a space, booth and/or room and of each person selling and/or assisting in the selling of goods from that space, booth and/or room or if any such person does not have a valid driver's license and is sixteen (16) years of age or older, such person shall be required to present a personal identification certificate issued by the Texas Department of Public Safety and the number of such personal identification certificate shall be listed in the record required under this section. (f) The license plate number, make, model and color of the vehicle used by each person selling and/or assisting in the selling of goods from a space, booth and/or room.

The licensee shall maintain the records so described in a record book which has a carbon copy, the original being the Houston Police Department's copy and the carbon being for the licensee's records.

_____
Applicant

_____
Title

_____
Applicant

_____
Title

State of Texas §
County of Harris §

Before me, the undersigned authority, on this day personally appeared _____ _____ who being by me first sworn, upon his oath stated that all of the information given above and all of the answers made to the foregoing questionnaire within the knowledge of Affiant true and correct.

Witness my hand and seal of office this the _____ day of _____, 20_____.

My Commission Expires:

_____
Deputy or Notary Public in and For Harris County, Texas