Village of Herkimer Clerk
120 Green Street
Herkimer, NY 13350
Phone (315-866-3303

VENDORS & PEDDLERS & HAWKING APPLICATION

Please note the following:

- All vendor & peddler permits have up to a 7-10 day processing period.
- Payment must be paid to the Village of Herkimer.
- Mail completed application & additional documents & fee payment to the Village of Herkimer.

You must provide this office with copies of the following documentation:

- Valid photo ID (driver's license, non-drivers ID, Passport or Benefit card with photo.
- Certificate of Authorization from NY State Dept. of Taxation and Finance.
- Non-Profit organization, provide tax exempt certification.
- General Liability Insurance Policy: must cover $1,000,000.00 and must state the Village of Herkimer is additional insured.
- Herkimer County Dept. of Health Permit to operate a mobile food service establishment if you are selling food or food products**.**
- If using private property, you must submit written approval from that person or business.

Please note: Applications are subject to a background check and may be denied based on results.

Full Name: _____ D.O.B._____

Address: _____

Phone _____ E-mail _____

Legal Business Name: _____

DBA (if any) _____

Goods/Services Provided: _____

Please provide a complete description of the items, goods or commodities that you intend to sell with this permit. _____

_____

_____

Updated 11/12/2026

Over >>>>>>

List the dates for which you intend this permit to be used:_____

_____

On what day(s) of the week do you intend to use this permit? (<u>circle all that apply</u>).

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

List the location(s) within the Village of Herkimer where you intend to use this permit:

_____

_____

_____

I, _____, being duly sworn, attest and subscribe that the information provided herein is true to the best of my knowledge, as of the date of this application.

Signature: _____ **Date:** _____

<u>For Profit Vendors Permit Duration Fees:</u>

$ 50.00	**1 day**
$ 100.00 a day	**for more than one day**
$ 200.00	**Yearly (April to November only)**