



## Merchandise Vendor Permit Requirements Checklist

*For vendors selling merchandise*

### Business

- Business License** *required for all non-Pasadena based businesses*
  - General or Service Business License for one day: \$66.97 plus \$13.29 per additional employee
  
- Temporary Sellers Permit** *required*

*Please note, the Temporary Sellers Permit is obtained through The California Department of Tax and Fee Administration and a copy with the event address must be submitted in order to obtain a business license and participate at any event on City property.*

The California Department of Tax and Fee Administration requires each participant register for a sub-permit for the temporary location, even if you already hold a seller's permit for your permanent place of business.

You will report the sales made at these locations when filing your sales and use tax returns. The City of Pasadena requires you provide a copy of your Temporary Sellers Permit with the special event address.

You can apply:

- [Online](#), or
- In person at any of our [offices](#). State that you would like to register and obtain a sub-permit for your temporary selling location(s).

If you need assistance, please contact CDFTA Customer Service Center at 1-800-400-7115