

Checklist for Open Air Vending License

The following documents must be submitted to consider the application complete. Therefore, incomplete applications will not be accepted or may result in delaying action on the case until the following month.

PRIVATE OPEN AIR VENDING REQUIREMENTS:

- Completed ONLINE Application and fee
- Proof of ownership
- Confirmation property is zoned commercial
- If selling food, (other than prepackaged), Health Dept. Permits
- If within 200' of property line of a residence, public or private school, park, or property owned by governmental entity, applicant shall submit written statement of no objection to the placement of such vendor.
- If within 100' of the property line of a business that provides the same or similar good or service, written consent from proprietor of place of business required.
- Site plan
- Photo of vending facility
- Off-street parking requirements shall be one space for each 800 square feet of gross site area

PUBLIC OPEN AIR VENDING REQUIREMENTS:

- Completed ONLINE application and fee
- If selling food, (other than prepackaged), Health Dept. Permits
- If within 200' of property line of a residence, public or private school, park, or property owned by governmental entity, applicant shall submit written statement of no objection to the placement of such vendor.
- If within 100' of the property line of a business that provides the same or similar good or service, written consent from proprietor of place of business required.
- Site plan
- Photo of vending facility
- Upload Declaration page of insurance policy. Except where a business sells its own products on the right-of-way located immediately adjacent to their permanent business, the public open air vendor must obtain and retain a minimum of \$500,000 public liability and property damage insurance coverage, naming the city, its employees, officers and officials as an additional insured.

**** UNLESS APPLYING FOR TEMPORARY LICENSE (3 DAYS), THESE LICENSE'S ARE FOR 1 YEAR AND APPLICATION FOR RENEWAL IS RESPONSIBILITY OF VENDOR.



Vending Requirements Public Open Air Vending Permit/License

I hereby certify that: a) the information included in this application is true to the best of my knowledge, and b) I agree with all of the items listed below.

1. No Public open air vendor shall have a vested right to any location.
2. If there are residences, public or private schools, parks or property owned by a governmental entity within 200 feet of the vending site, then the applicant shall submit a written statement, along with the permit application, from the owner(s) of the residence or other properties listed above, which states that the owner has no objection to the placement of such a vendor.
3. The applicant shall provide detailed site plan of the vending facility (the base unit, canopies, displays). Signs will be restricted to the vending unit only. All signs are subject to approval by City staff.
4. **THE VENDOR WILL BE RESPONSIBLE FOR THE PROPER AND LEGAL DISPOSAL OF ALL LIQUID AND SOLID WASTE.**
5. Any structures (canopies, awnings, enclosures, etc...) that are built for any reason around the vending site must first be approved by the Inspection Services Department. Please call (254) 750-5612 for more information. Any changes to the vending unit or vending site, without prior approval from the City of Waco Inspection Services Department will void the open air vending permit.
6. All open air vending permits will expire after 1 year. If the vending operation will last longer than 1 year the vendor must renew with the City of Waco for an open air vending permit. All applicable fees and eligibility requirements will apply each time a permit is applied for.
7. **THE OPEN AIR VENDING PERMIT WILL ONLY BE VALID FOR APPLICANT AND FOR THE ADDRESS LISTED AS THE "VENDING LOCATION" ON THIS APPLICATION. PERMITS ARE NOT TRANSFERABLE**
8. All provision of the open air vending ordinance must be followed. A copy of this ordinance may be found at: www.waco-texas.com.

Applicant's Signature	Date	Name (PRINTED)
Address, including zipcode	Telephone	Email address

Section 13-405(m) If vending facility is within 100 feet of the property line of a place of business that provides the same or similar good or service, written consent or signature from business owner is required below.

Business Owner(s) Signature	Date	Name (PRINTED)
Address, including zipcode	Telephone	Email address

Section 13-406 (c)(d) If public or private open air vendor is to locate its vending facility within 200 feet of the property line of a residence, public or private school, park or institution, or property of a governmental body, then the applicant shall submit a written statement or signature along with application with approval stating that the entities have no objection of the placement of such vendor.

DATE _____

My name is _____ and this letter is asking for permission to open an open air vending facility at _____.

Your permission is required as your place of residence is within 200 feet of this site. Thank you for your help.

Location

Signature

Date

- | | | |
|----------|-------|-------|
| 1) _____ | _____ | _____ |
| 2) _____ | _____ | _____ |
| 3) _____ | _____ | _____ |
| 4) _____ | _____ | _____ |
| 5) _____ | _____ | _____ |
| 6) _____ | _____ | _____ |
| 7) _____ | _____ | _____ |
| 8) _____ | _____ | _____ |
| 9) _____ | _____ | _____ |



Vending Requirements Private Air Vending Permit/License

I hereby certify that: a) the information included in this application is true to the best of my knowledge, and b) I agree with all of the items listed below.

1. The vendor must provide evidence that you either own or have written permission from the property owner to use the property where the open air vending will take place.
2. If there are residences, public or private schools, parks or property owned by a governmental entity within 200 feet of the vending site, then the applicant shall submit a written statement, along with the permit application, from the owner(s) of the residence or other properties listed above, which states that the owner has no objection to the placement of such a vendor.
3. The applicant shall provide detailed site plan of the vending facility (the base unit, canopies, displays). Signs will be restricted to the vending unit only. All signs are subject to approval by City staff.
4. A permitted and inspected temporary electrical pole and service may be installed and power provided via cord and plug to the vending unit if electricity is required. **THE VENDOR WILL BE RESPONSIBLE FOR THE PROPER AND LEGAL DISPOSAL OF ALL LIQUID AND SOLID WASTE.**
5. Any structures (canopies, awnings, enclosures, etc...) that are built for any reason around the vending site must first be approved by the Inspection Services Department. Please call (254) 750-5612 for more information. Any changes to the vending unit or vending site, without prior approval from the City of Waco Inspection Services Department will void the open air vending permit.
6. All open air vending permits will expire after 1 year. If the vending operation will last longer than 1 year the vendor must renew with the City of Waco for an open air vending permit. All applicable fees and eligibility requirements will apply each time a permit is applied for.
7. **THE OPEN AIR VENDING PERMIT WILL ONLY BE VALID FOR APPLICANT AND FOR THE ADDRESS LISTED AS THE "VENDING LOCATION" ON THIS APPLICATION. PERMITS ARE NOT TRANSFERABLE**
8. All provision of the open air vending ordinance must be followed. Any other City ordinances, State or Federal laws which may apply to this vending facility, must also be followed. A copy of this ordinance may be found at: www.waco-texas.com.

Applicant's Signature	Date	Name (PRINTED)
Address, including zipcode	Telephone	Email address

Section 13-405(m) If vending facility is within 100 feet of the property line of a place of business that provides the same or similar good or service, written consent or signature from business owner is required below.

Business Owner(s) Signature	Date	Name (PRINTED)
Address, including zipcode	Telephone	Email address

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DATE _____

My name is _____ and this letter is asking for permission to open an open air vending facility at _____.

Your permission is required as your place of residence is within 200 feet of this site. Thank you for your help.

Location	Signature	Date
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____