

Checklist for Open Air Vending License – Private Property

The following documents must be submitted to consider the application complete.

PRIVATE OPEN AIR VENDING REQUIREMENTS:

- Completed Application and Fee
- Please call the Planning Department at 254.750.5650 to schedule an appointment with the Zoning Inspector.
- 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

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



Inspection Services

Post Office Box 2570 • Waco, Texas 76702-2570 • www.Waco-Texas.com
Code Enforcement (254) 750-5970 • New Construction (254) 750-5612

Open Air Vending - Private Property

Date Submitted: _____ New Application: Renewal:

Address of Vending Location:

Applicant

Vendor Name (Printed): _____

Vending Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax# OR Email: _____

Describe Below the Type of Products That Will Be Sold

Note: Food vendors will also be regulated by the Waco-McLennan County Public Health District.

Will the Vending Facility Require Electricity: Yes: No:

Note: A licensed electrician must install any required wiring or circuits needed to provide electricity to this facility.
All electrical installations must be permitted & inspected before the Vending permit will be issued.

Property Owner – SIGNATURE REQUIRED

The application will not be processed without this signature.

Name: _____ Signature: _____

Address: _____

City: _____ State _____ Zip _____

Vendor Requirements

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 this permit application, from the owner(s) of the residence or other properties listed above, which states that those owners have no objections to the placement of such a vendor.
3. The applicant shall provide detailed site plan of the vending facility (the base unit, canopies, and 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 the applicant and vending address listed 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

Please Read and INITIAL Items 1 thru 8. By Signing this application you are agreeing to the items listed above and to follow all provisions of the City of Waco, TX Open Air Vending ordinance and all other applicable laws. A Copy of the vending ordinance will be provided upon request. Please allow a minimum of two (2) business days for this application to be processed.

Applicant Signature _____ Date _____

Mail completed application to:
Planning Services Department
P.O. Box 2570 Waco, TX 76702-2570 or
Email: DennisH@ci.waco.tx.us

OFFICE USE ONLY

Waco-McLennan County Health District _____

Vending Site Zone _____ Vending Allowed _____

200 Foot Letters Attached _____ Site Plan _____

APPROVED _____

DENIED _____

Inspector _____ Date _____

Comments: _____

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) _____	_____	_____