



801 Crawford Street, Portsmouth, Virginia 23704
(757) 393-8836 • Fax: (757) 393-5223

Sidewalk Vendor Permit Application

www.portsmouthva.gov/planning/

Notes:

1. A permit is required for the use of the city right-of-way for sidewalk vending as outlined in Chapter 32, Article VI of the Portsmouth City Code (Sidewalk Vendors in the Downtown District). The proposed vendor shall adhere to all requirements found in this code section (see code: library.municode.com/va/Portsmouth/codes/code_of_ordinances)
2. **The review fee is \$50.00. Once approved, the permit fee is \$50 and will be collected prior to the issuance of the permit. Both fees are NON-REFUNDABLE.**

GENERAL INFORMATION

Business Name:

Applicant Name:

Mailing Address:

Phone Number:

E-mail:

Description of type of food, non-alcoholic beverages, or flowers to be sold:

Is this a NEW vendor request? YES NO

For new vendor requests please see A through E below.

If this is a yearly renewal please see D and E Below.

REQUIRED ATTACHMENTS

- A. Complete a Downtown Design Committee (DDC) application to receive a one-time only review of your vending cart and vending cart location.
- B. Submit with this application an accurate drawing showing the public area to be used, along with plans detailing the design and size of the vending unit and its placement on the sidewalk.
- C. If applicable, submit with this application written approval to use the vending site (sidewalk location) from any abutting property owners, tenants or their legal representative.
- D. Submit with this application a certificate evidencing comprehensive general liability insurance, including products/completed operations liability insurance, naming the City of Portsmouth as an additional insured. The coverage shall be required for a minimum liability of \$500,000 for personal injury and property damage.
- E. **Submit with this application the non-refundable application fee of \$50.00.**

APPLICANT'S SIGNATURE

I hereby certify that the information contained in this application and in the supporting materials is true to the best of my knowledge and belief. In the operation of the mobile vending unit, I agree to comply with all requirements of Section 32-15, 32-28, and 32-171 through 32-212 of the Code of the City of Portsmouth, 1988, as amended.

Applicant's Signature:

Date:

OFFICE USE ONLY

Project Number (Tidemark):

Received By:

Received Date:

Accepted as Complete By:

Accepted Date: