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OFFICE OF RECORDER/TREASURER

## Sidewalk Vending Permit Application Packet



Location: \_\_\_\_\_

\_\_\_\_\_  
Approved by:

\_\_\_\_\_  
Permit Number:

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### **Application Instructions**

*Under certain conditions and in certain locations, the City of Johnson City issues permits to sell food and non-alcoholic beverages from vending carts located on public sidewalks. In order to receive a permit, the following must be submitted to the Johnson City Finance Department:*

- A) Completed Application Form (Included) with the following information: Name, Address, Telephone Number, Email (if available), owner name (if other than applicant), and proof of applicant's identity;
- B) Description of food and beverages to be sold;
- C) An accurate depiction and description of the proposed sidewalk location where the applicant plans to vend. (Map provided);
- D) Proof of compliance with all City and state health and sanitation regulations and requirements for vending carts and for selling food and nonalcoholic beverages, as well as copies of all required permits;
- E) A valid business license issued by the City of Johnson City;
- F) A valid business license issued by Washington County;
- G) Proof and continued maintenance of insurance by a company licensed to do business in the State of Tennessee; certificate of insurance in the amount of \$1,000,000 naming the City of Johnson City as an additional insured with thirty (30) days notice to the City in the event of cancellation;
- H) A \$200 non-refundable application fee.

### **Vending Cart Permit Parameters and Guidelines:**

- A) The applicant shall be notified by the Finance Department of the issuance or denial of the permit no later than thirty (30) days after the filing of the application.
  - The following are grounds for rejection:
    - a. Fraud or misrepresentation in the application;
    - b. Fraud or misrepresentation in the operation of the vending business;
    - c. Conduct of the vending business that creates a public nuisance or constitutes a danger to the public health, safety, or welfare;
    - d. An incomplete application;
    - e. Failure to comply with any other applicable laws, including but not limited to Federal, State, and local laws pertaining to the collection of taxes, fees, fines, or penalties.

*The applicant or the sidewalk vendor may appeal the decision of the Finance Director by application to a court of competent jurisdiction in accordance with Tennessee law.*

- B) Products sold by sidewalk vendors shall be limited to food and non-alcoholic beverages;
- C) Sidewalk vending shall be permitted only upon public sidewalks within that portion of downtown Johnson City bounded by Colonial Way, State of Franklin Road, Buffalo Street, and East Market Street. (See attached maps);
- D) No vending cart shall be located as to interfere with pedestrian movement or be located within thirty (30) feet of the center of the front door of a retail establishment selling food and beverages or be located within ten (10) feet of any marked pedestrian crosswalk or any transit stop;
- E) All street vendor permits are valid for one (1) year from the issuance date;
- F) Each sidewalk vending location shall require a separate permit;
- G) No vendor shall:
  - a. Leave any cart unattended;
  - b. Store, park or leave any cart overnight on any street, sidewalk, or other public area;
  - c. Allow any items relating to the operation of the vending business to be placed anywhere other than in, on, or under the cart from which the business is operated
  - d. Set up, maintain, or use any separate table or other device to increase the selling or display capacity of the cart;
  - e. Solicit or sell to persons in the public roadway;
  - f. Solicit or sell to persons in motor vehicles;
  - g. Sell anything other than that which is specified in the permit;
  - h. Locate a cart on the sidewalk so as to block the sidewalk or the entranceway to any building or to block any driveway, crosswalk or transit stop;
  - i. Allow the cart or any other item relating to the operation of the vending business to touch or connect to any building or other structure, without the owner's permission;
  - j. Operate or park in the streets or alleys.
- H) Each sidewalk vendor shall display the following in a conspicuous manner:
  - a. The vending permit issued by the City of Johnson City;
  - b. The business license issued by the City of Johnson City;
  - c. The business license issued by Washington County;
  - d. All state and local health and sanitation permits;
  - e. All other permits required by law to be displayed.
- I) Each sidewalk vendor shall maintain the area around the vending cart in a neat and clean manner at all times and shall provide a litter receptacle for public use at the cart;
- J) The City may suspend the provisions of this ordinance for special events and/or street festivals, which have street closures approved by the City Commission; and
- K) *The Police Bureau of the City shall enforce the provisions of the City Ordinance 4351-09 pertaining to sidewalk vending. Any person violating the guidelines established in this ordinance and described above shall be guilty of an offense and upon conviction shall pay a penalty of not more than fifty dollars (\$50.00) for each offense. Each day of violation shall constitute a separate offense.*



**I have read and understand the application instructions as well as the vending cart permit parameters and guidelines.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Sidewalk Vendor Application Form**

**Applicant Name:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Owner:** (If other than applicant) \_\_\_\_\_

**Proof of Identity: (Please attach a copy of the Driver's License)**

\_\_\_\_\_ (Driver's License) \_\_\_\_\_ (State)

**Give a brief description of the food and/or non-alcoholic beverages that you propose to vend:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Describe the proposed sidewalk location where you propose to vend, and on the attached map number in order of preference three (3) specific sidewalk locations where you would like to vend:**

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**ATTACH COPIES OF THE FOLLOWING REQUIRED FORMS:**

- A) PROOF OF COMPLIANCE WITH ALL CITY AND STATE HEALTH AND SANITATION REGULATIONS AND REQUIREMENTS FOR VENDING CARTS AND FOR SELLING FOOD AND NONALCOHOLIC BEVERAGES AS WELL AS COPIES OF ALL REQUIRED PERMITS;
- B) A VALID BUSINESS LICENSE ISSUED BY THE CITY OF JOHNSON CITY;
- C) A VALID BUSINESS LICENSE ISSUED BY WASHINGTON COUNTY; AND
- D) PROOF AND CONTUNED MAINENANCE OF INSURANCE BY A COMPANY LICENSED TO DO BUSINESS IN THE STATE OF TENNESSEE; A CERTIFICATE OF INSURANCE IN THE AMOUNT OF \$1,000,000 NAMING THE CITY OF JOHNSON CITY AS AN ADDITIONAL INSURED.

**PROVIDE \$200 NON-REFUNDABLE APPLICATION FEE**

For Staff Use Only:

Approved

Disapproved

If approved, Sidewalk Vending Permit Number \_\_\_\_\_





CITY OF JOHNSON CITY  
601 East Main Street  
www.JohnsonCityTN.org  
423.434.6000

## Sidewalk Vending Permit

**Finance Department  
Collections Division  
(423) 434-6067**

**Vendor Name** \_\_\_\_\_

**Permit #** \_\_\_\_\_

**Address** \_\_\_\_\_

**Owner (If other than Applicant)** \_\_\_\_\_

**Telephone #** \_\_\_\_\_

**Authorized By:** \_\_\_\_\_

**Date** \_\_\_\_\_