



# DOWNTOWN MOBILE FOOD VENDING PROGRAM VENDOR APPLICATION CHECKLIST

The following documents **MUST** accompany your application before it can be processed:

Current picture ID (TX Driver's License or TX Department of Public Safety ID)

## Application for Vending Permit (completed and signed)

State of Texas Sales Tax and Use Permit Number Date verified: \_\_\_\_\_

### **Proof of current Health Permit**

Exp date:

Color photo of cart (front & back)

Certificate of Insurance (required before vending) Exp date: \_\_\_\_\_

## **Letter of Insurability (annual vendors only)**

Proof of request for the following criminal background investigations through the San Antonio Police Department Records Division (\$62.00 for all three)

## Local – Clearance Letter

Exp. date: \_\_\_\_\_

## State – Receipt

## Federal – Receipt

Please call 210.207.3677 if you need assistance in completing your application. If you wish to speak with someone in person, please visit the Center City Development & Operations Department office located at 400 N St. Mary's St. Monday – Friday, between the hours of 8:00am – 4:00pm.

**Note: Appointment is required to submit application. Incomplete applications will not be accepted.**