



CART VENDOR LICENSE CHECKLIST

***PLEASE NOTE THAT APPLICATIONS SUBMITTED WITHOUT THE ITEMS BELOW WILL NOT BE REVIEWED.

1. PRIORITY TO REGISTRATION, APPLICANT IS RESPONSIBLE FOR SCHEDULING THE **MARION COUNTY HEALTH INSPECTION** FOR EACH CART & COMMISSARY. CALL 317-221-2222 FOR MORE INFORMATION.
2. COMPLETE APPLICATION. INCLUDE DIMENSIONS OF ALL CARTS (DEPTH, HEIGHT, & WIDTH).
3. PROVIDE THREE PHOTOS OF EACH CART: FRONT, BACK AND SIDE.
4. PROVIDE TWO PASSPORT SIZE PHOTOS OF THE APPLICANT AND EACH EMPLOYEE WORKING THE CART NOT LARGER THAN 2" x 2".
5. PROVIDE A COPY OF THE INSURANCE POLICY THAT HOLDS HARMLESS THE CITY FOR LOSS OF EXPENSES ARISING OUT OF OPERATING CARTS; \$100,000/\$300,000 PERSONAL INJURY \$25,000/\$50,000 PROPERTY DAMAGE. THE CITY OF INDIANAPOLIS MUST BE LISTED AS **ADDITIONAL INSURED** ON THE POLICY.
6. LICENSE FEE IS \$99.00 PER CART.
7. AFTER REGISTRATION, APPLICANT IS RESPONSIBLE FOR SCHEDULING THE **DCE INSPECTION** FOR EACH CART. (CONTACT DCE AT 317-327-4316 FOR INFORMATION).
8. CART ZONE DRAWING FEE OF \$40.00 TO BE PAID BEFORE SEPTEMBER 1 FOR EACH LICENSED CART

THE LICENSE EXPIRES DECEMBER 31ST OF EACH YEAR.