



CITY OF CLEVELAND
Mayor Justin M. Bibb

Instruction Sheet
for
Street Vendor's Mobile Permit
(Zone 2 – Parade)

City of Cleveland
Division of Assessments and Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: (216) 664-2264

Hours of Operation
8:00 a.m. to 4:30 p.m. Weekdays

DALLlicenses@clevelandohio.gov

Before completing and submitting your application to our office, please read all of the materials and information included. If you have any questions, please call our office at (216) 664-2264 before you apply.

A permit is required to sell, offer or display for sale, or solicit another to purchase, for present or future delivery, any goods, wares, merchandise, subscriptions, services, pre-packaged frozen desserts, commercially pre-packaged foods and beverages, or any combination thereof from a predetermined route on St. Patrick's Day Only.

This is a one (1) day permit that is valid for the designated parade route only.

All applications must be approved by the Mayor's Office of Capital Projects prior to a permit being issued. For more information regarding this process, please contact (216) 664-2231.

City of Cleveland Codified Ordinances Chapter 675, Street Vendors and the City of Cleveland Vendor Rules and Regulations.

City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.

How to obtain and/or submit an application.

In Person/By Mail: Cleveland City Hall, Division of Assessments and Licenses, 601 Lakeside Avenue, Room 122, Cleveland, OH 44114. Applications will be accepted Monday – Friday, 8:00 a.m. - 4:30 p.m.

Email: Complete, scan and email the application **and** required secondary documentation to [dalllicenses@clevelandohio.gov](mailto:DALLlicenses@clevelandohio.gov).

What to bring or submit to the Division of Assessments and Licenses:

1. Completed and signed application approved by the Mayor's Office of Capital Projects (Room 518).
2. Two (2) color photos of the mobile vending device (see vehicle requirements for Frozen Desserts).
3. A copy of a current and valid government issued identification.
4. A copy of your current (2022-2023) Street Vendor's ID Badge. If you don't have a current ID badge you must submit an application for licensing simultaneously with this one.
5. **Fee of \$30.00.** Fees are payable by cash, check or credit card. This fee is non-refundable. Make checks payable to the City of Cleveland. For email submissions, an Automatic Payment Authorization form must be completed and submitted **via secured fax** to (216) 420-7804 **prior** to the application being processed.

Pre-Packaged Frozen Desserts Only:

In addition to the above information, the following documentation must be submitted for vending pre-packaged frozen desserts:

1. Completed Frozen Dessert Affidavit.
2. A copy of your State of Ohio BCI check results. Please note that BCI reports will be accepted where the BCI completion date is within one year of application submission.



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Date:

Fee: **\$30.00 (Non-Refundable)**

SECTION A - TYPE OF VENDOR

MERCHANDISE OR
PRE-PACKAGED FOODS &
BEVERAGES

SUBSCRIPTIONS OR
SERVICES

PRE-PACKAGED
FROZEN DESSERTS

Name:

Address:

City:

State: Zip:

Telephone #:

Email:

Date of Birth :

Social Security Number:

Eye Color:

Hair Color:

Weight:

Height:

SECTION B - CORPORATION / BUSINESS INFORMATION

Name:

Address:

City:

State: Zip:

Telephone #:

Email:

Federal ID Number:

SECTION C - QUESTIONNAIRE

Detailed description of vending device:

Detailed description of products sold, offered or displayed:

SECTION D- DECLARATION

Applicant hereby acknowledges that he/she has read and understands Codified Ordinances §675.02 (Street Vendors License Required), §675.04 (Permits Required), §675.061 (Permit: Mobile Vending Within the Central Business District), §675.09 (Regulations Governing Vendors), §675.10 (Revocation or Suspension of License or Permit; Appeals), §675.99 (Penalty), and the Vendor Rules and Regulations and understands the obligations and requirements of a Street Vendor.

SIGNATURE OF APPLICANT

OFFICE USE ONLY			
	Signature	Date	Decision
Director of Capital Projects			<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, please explain:			