



CITY OF CLEVELAND
Mayor Justin M. Bibb

**Instructions
for
Mobile Vending Permit Application
(Inside Central Business District)**

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

When do you need a Mobile Vending Permit?

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 while moving continuously from place to place on the highways, streets or sidewalks **inside of the Central Business District**.

This permit expires annually on July 31st.

Only five (5) permits are issued per year, upon the approval of the Director of Capital Projects.

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 a Vendor Mobile Location Permit application:

In Person/Mail: Cleveland City Hall
Division of Assessments and Licenses
601 Lakeside Avenue, Room 122
Cleveland, OH 44114

Email: Complete, scan and email the application **and** required secondary documentation to DALLlicenses@clevelandohio.gov.

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

- 1) Completed and signed application.
- 2) Two (2) color photos of the mobile vending device (see vehicle requirements for Frozen Desserts).
- 3) Copy of a current and valid government issued identification.
- 4) Copy of your current Retail Food Establishment or Food Service Operation license or Exemption letter from a State of Ohio licensing agency if selling pre-packaged foods and beverages.
- 5) Fee of \$100.00. 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.

For 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) 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.
- 3) Copy of your current Retail Food Establishment or Food Service Operation license from a licensing agency.



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dallicenses@clevelandohio.gov

Date:	Fee: \$100.00 per Vending Device (Fee is Non-Refundable)		
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SECTION A - TYPE OF VENDOR

MERCHANDISE OR
PRE-PACKAGED FOODS & BEVERAGES

SUBSCRIPTIONS OR
SERVICES

PRE-PACKAGED
FROZEN DESSERTS

(AFFIDAVIT & BCI MUST BE ATTACHED)

Ward #'s of Intended Vending:

of Vending Devices to be operated:

Are you operating Door-to Door?

If yes, will you have representatives on the street?

How many?

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 each vending device (if different):

Detailed description of products sold, offered or displayed:

Food Service or Retail Food license number (attach copy):

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), and §675.99 (Penalty) and understands the obligations of a Street Vendor under this Chapter.

SIGNATURE OF APPLICANT

OFFICE USE ONLY

Signature

Date

Decision (circle one)

Director of Capital Projects

Approved or Denied

If Denied, provide Reason(s):

Comments: