



CITY OF CLEVELAND
Mayor Justin M. Bibb

**Instructions
for
Mobile Vending Permit Application
(Outside 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 engage in Street Vending or Vending while moving continuously from place to place on the highways, streets, or sidewalks **outside of the Central Business District.**

"Street Vending" or "Vending" is defined as selling, offering or displaying for sale, or soliciting another to purchase, for present or future delivery, any goods, wares, merchandise, subscriptions, services, pre-packaged frozen desserts, commercially prepackaged foods and beverages contained in displays of less than two hundred (200) cubic feet, or any combination thereof from, in, upon, along, or through the highways, streets, or sidewalks, door-to-door on residential property, or in the open air or from a temporary shelter or vending device upon private property.

This permit expires annually on July 31st.

An ordinance of Council specifying the ward or wards in which the vendor is approved to operate must be passed before a permit can be issued. For more information regarding this permit, please refer to the City of Cleveland Codified Ordinance §675, Street Vendors.

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 State of Ohio licensing agency.



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

<input type="checkbox"/>	MERCHANDISE OR PRE-PACKAGED FOODS & BEVERAGES	<input type="checkbox"/>	SUBSCRIPTIONS OR SERVICES	<input type="checkbox"/>	PRE-PACKAGED FROZEN DESSERTS
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(AFFIDAVIT & BCI MUST BE ATTACHED)

Ward #'s of Intended Vending:

of Vending Devices to be operated:

Are you operating Door-to Door?

Name:

Address:

City:	State:	Zip:
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Telephone #:	Email:
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Date of Birth :	Social Security Number:
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Eye Color:	Hair Color:
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Weight:	Height:
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SECTION B - CORPORATION / BUSINESS INFORMATION

Name:

Address:

City:	State:	Zip:
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Telephone #:	Email:
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Federal ID Number:

Are you operating Door-to Door?

If yes, will you have representatives on the street?	How many?
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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), §675.08 (Permit: Mobile Vending Outside 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

DAL	Ordinance #: (copy must be attached)	Date Passed: Effective Date:
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