



Instructions for Private Property Vending Permit Application

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

DALLicenses@clevelandohio.gov

When do you need a Private Property 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 from private property **anywhere** in the City of Cleveland.

There are two (2) options: Short Term (7 days or less) or Annual (will expire on July 31st).

Only four (4) Short Term permits are allowed for the same location in the same permitting year.

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 an 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 DALLicenses@clevelandohio.gov.

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

- 1) Completed and signed application.
- 2) A copy of a current and valid government issued identification.
- 3) A current color photograph of the vending unit/devices.
- 4) Proof of property ownership **or** notarized document from property owner authorizing the use of the property.
- 5) A site plan no larger than 8½ x 11 indicating the distance from the vending device to public sidewalks, parking lots, driveways and other areas used or usable for vehicular travel or parking.
- 6) 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.
- 7) **Seven (7) day permit fee of \$75.00 or annual permit fee of \$375.00.** 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.

PLEASE NOTE THE FOLLOWING

In accordance to Cleveland Codified Ordinance Chapter §675, Street Vendors, this application will be routed and reviewed by the Department of Building and Housing and if required, by the City Planning Commission and the Landmarks Commission. Additional time will be required for review and response.



CITY OF CLEVELAND
Mayor Justin M. Bibb

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Date:	Fee: \$75.00 - 7 day permit (Non-Refundable) \$375.00 - Annual permit
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SECTION A - TYPE OF PERMIT

<input type="checkbox"/>	\$75.00 FOR SEVEN (7) DAY PERMIT
<input type="checkbox"/>	\$375.00 FOR AN ANNUAL PERMIT

<input type="checkbox"/> MERCHANDISE OR PRE-PACKAGED FOODS & BEVERAGES	<input type="checkbox"/> SUBSCRIPTIONS OR SERVICES	<input type="checkbox"/> PRE-PACKAGED FROZEN DESSERTS <small>(AFFIDAVIT & BCI MUST BE ATTACHED)</small>
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Name:	Current Permit # (if any):	
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

Address:	Ward #:	
Is this a parking lot?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this a vacant lot?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Property Owner:		
Address:		
City:	State:	Zip:
Telephone:	Email:	

Detailed description of vending device or temporary structure, including dimensions:

Detailed description of products sold, offered or displayed:

Description of proposed trash storage and waste disposal methods, electrical and water connections and any fuels or electric generators to be used on the premises:



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SECTION D - DECLARATION

Applicant hereby acknowledges that he/she has read and understands Codified Ordinances §675.02 (Street Vendor’s License Required; Application; Fee), §675.03 (Street Vendor’s License: Issuance and Replacement; Fee), §675.04 (Permits Required), §675.05 (Permit; Vending on Private Property), §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 Private Property Vendor.

SIGNATURE OF APPLICANT

OFFICE USE ONLY

	Signature	Date	Approved?	
Director of Building and Housing			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, Provide Reason(s):				
Director of City Planning Commission			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, Provide Reason(s):				
Comments:				