

City of Allentown Mobile (Street and Sidewalk) Vendor License Application

INSTRUCTIONS

1. Call the Department of Community and Economic Development (CED) to set up a meeting to discuss your mobile vending plan, 610-437-7610. During this preliminary meeting, you should be prepared to discuss where you would like to operate and your familiarity with health regulations.
 - a. Private Property: If you plan to operate on private property that is not in a residential zone, you must receive approval from the property owner and the Zoning Office. You must submit a letter from the property owner authorizing you to operate on their property. You may be required to submit a Zoning Permit Application and a \$50 application fee.
2. Complete and submit the following applications. Only complete applications will be accepted.
 - a. Mobile Vendor License Application (CED, 3rd Floor)

There is a \$50 application fee due at the time your application is submitted. If your application is approved, there is a \$250 annual license fee, due at the time your application is approved (not due when your application is submitted).
 - b. Mobile Food Unit License Application (Health, 4th Floor)

This application is only required if you are selling food or beverages. If your application is approved, there is a \$1 annual license fee and a \$274 annual operation fee, due at the time your application is approved (not due when your application is submitted).
 - c. In-City Business Registration Questionnaire (Business License Application) (Revenue, 2nd Floor) There is a \$35 annual application fee due at the time your application is submitted.
3. CED will mail you a letter when a decision has been made about your application.
 - a. If your application is approved, the letter will notify you of an appointment with CED and Health to pay your license fees. At this appointment you will need to bring two checks, both made out to the City of Allentown: 1) \$250 for the Mobile Vendor License; and \$275 for the Mobile Food Vendor License. Your licenses will be mailed to you within 30 days of submitting payment for the licenses.
 - b. If your application is denied, the letter will explain why your application was denied.



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DISPLAY YOUR LICENSES

If your application is approved, you must display all three of your licenses in your mobile vending unit:

- 1) Business License
- 2) Mobile Vendor License
- 3) Mobile Food Unit License

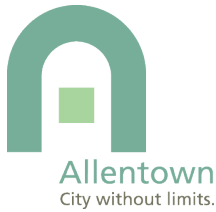
LICENSE RENEWAL

All three licenses must be renewed on an annual basis.

- 1) Business License
 - Annual Fee: \$35
 - Licenses are valid within the calendar year they are received
- 2) Mobile Vendor License
 - Annual Fee: \$250
 - Licenses are valid within the calendar year they are received
- 3) Mobile Food Unit License
 - Annual Fee: \$1 license fee and \$274 operation fee
 - Licenses are valid for 12 months from the time the license is issued

CITY OF ALLENTOWN PHONE NUMBERS

- **Business License:** Bureau of Revenue and Audit, City Hall, 2nd Floor, (610) 437-7501
- **Mobile Vendor License:** Business Development Office, City Hall, 3rd Floor, (610) 437-7610
- **Health License:** Health Bureau, City Hall, 4th Floor, (610) 437-7759
- **Zoning Approval:** Zoning Office, City Hall, 4th Floor, (610) 437-7630



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APPLICATION

Owner(s) name: _____ Date: _____

Owner(s) home address: _____

Business name: _____

Business address: _____

Primary phone #: _____ Secondary phone #: _____

Email address: _____

Vending address preference(s): 1. _____

2. _____

3. _____

Number of employees: _____

Proposed days and hours of operations: _____

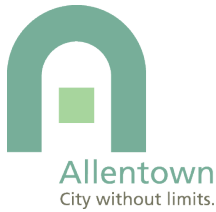
Detailed description of goods to be sold:

Description of stand, pushcart or motor vehicle including dimensions, construction and appearance
(attach diagrams, photos, blueprints and/or drawings):

Driver's license #: _____ Motor vehicle registration #: _____

(motor vehicle information must be provided if a motor vehicle is used in the operation of the business)

Business license #: _____ Health license # (if applicable): _____



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ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION

1. Diagrams, photos, blueprints and/or drawings of your mobile vending vehicle/cart
2. Letter from property owner authorizing use of location (if vending on private property)
3. Photo identification
4. Proof of liability insurance coverage (\$1,000,000)
5. Mobile Vendor Application fee \$50 (non-refundable)

Note: Falsification of any statement made herein is an offense punishable by a fine or imprisonment or both. After your application is approved, you will be required to pay a \$250 annual license fee (valid from January – December during a calendar year) prior to receiving your license tag.

Owner's Signature: _____ Date: _____

Owner's Name (please print): _____

Business Name: _____

FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE

TYPE OF MOBILE VENDOR

Stationary on private property

Multiple locations through the day

Stationary in public right of way

Proposed vending address(es): _____

Business Dev Office Approval: _____

Name

Date

Health Bureau Approval: _____

Name

Date

Zoning Bureau Approval: _____

Name

Date

Engineering Bureau Approval: _____

Name

Date

VLRC Approval: _____

Name

Date

Has business license

Submitted photo ID

Submitted insurance information

Has health license

Paid \$50 application fee

Paid \$250 annual license fee

Submitted letter from property owner (if vending on private property)