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.
 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
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): _______________________

Revised 5/28/15
City of Allentown
Mobile (Street and Sidewalk) Vendor License Application

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
☐ Multiple locations through the day
☐ Stationary on private property
☐ 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)

Revised 5/28/15