



**City of Port Orchard**

City Clerk's Office

216 Prospect Street, Port Orchard, WA 98366

(360) 876-4407 • FAX (360) 895-9029 • cityhall@cityofportorchard.us

www.cityofportorchard.us

**Temporary Vendor License Application**

(Port Orchard Municipal Code 5.96)

**Do you have an active City Business License?**  Yes  No

(Temporary Vendor License cannot be issued unless your City Business License is current)

Are you applying for a daily license? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>The daily license fee is \$15 per day</b>
Are you applying for a monthly license? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>The monthly license fee is \$200 per month</b>

**Applicant Information**

Name of Applicant:					
State Sales Tax Number (if applicable):			State Non-Profit I.D. Number (if applicable):		
Street Address:			Mailing Address (if different from street address)		
City:	State:	Zip:	City:	State:	Zip:
Phone:		Alternate Phone:		Email:	
<b>RCW 73.04.050 allows every honorable discharged soldier, sailor, or marine of the military or naval service, who is a resident of this state, the right to vend without paying the license fee.</b> Have you received an honorable discharge: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If applicable, please show proof to the City Clerk or designee.					

**Vending Location**

Proposed location of vending device: (describe and attach map with location highlighted. Please note the Port Orchard City Council has pre-approved a location near the foot ferry, which requires no Council approval. If you are proposing a different location, it is required to go before the City Council).
Is this location accessible for the disabled: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what accommodations will be provided to make the location reasonably accessible:
Are you planning to put up temporary signs: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>“Temporary sign” means any sign that is used temporarily and is not permanently mounted, painted or otherwise affixed, excluding portable signs, including any poster, banner, placard, stake sign or sign not placed in the ground with concrete or other means to provide permanent support, stability and rot prevention. They may only be made of nondurable materials including, but not limited to, paper, corrugated board, flexible, bendable or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than 20-ounce fabric, vinyl canvas and vinyl mesh products without polymeric plasticizers and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials or permanently mounted shall be considered permanent and require a permit. Please contact the Community Development Department at (360) 874-5533 if you have questions or if you need to apply for a sign permit.</small>

## Vending Information

Type of Business:	Date(s) and Time of Public Vending:
Items Offered for Sale (food, novelties, etc.):	
Type of Vending Device: <input type="checkbox"/> Table <input type="checkbox"/> Booth <input type="checkbox"/> Trailer <input type="checkbox"/> Other: _____	
Size of Vending Device: _____	

The following requirements apply to all vendors engaged in public property vending and a public property vending license may be revoked for violation of any of these requirements:

- **If your public property vending requires closure of a public street, parking lot and/or sidewalk, a Special Event Application is required to be completed and submitted to the City Clerk's office;**
- Vending devices must be removed from vending sites daily between the hours of 10:00 p.m. and 6:00 a.m.;
- Vending devices and vending sites must be clean and orderly at all times. The vendor must furnish a suitable refuse container and is responsible for the daily disposal of refuse deposited therein. Refuse containers must be removed each day along with vending devices;
- Vendors may engage in public property vending only in the location specified in the public property license. The location shall be deemed the vending site;
- Utility service connections are not permitted, except electrical when provided with written permission from the adjacent property owner. Electrical lines are not allowed overhead or lying in the pedestrian portion of the sidewalk;
- No mechanical audio or noisemaking devices are allowed, and no hawking is allowed;
- A vinyl or canvas umbrella may be added to the vending device, but its open diameter may not exceed eight and one-half feet. Any part of the umbrella must have a minimum of seven feet of vertical clearance to the area on which the vending device stands;
- Individual vendor advertising signs may be placed only upon the vending device. Temporary master event advertising signs may be placed as approved by the city engineer; and
- No conduct shall be permitted which violates any other section of the Port Orchard Municipal Code.

**The following must be included with the application. Failure to provide any of these documents may result in denial of the license.**

1. A copy of a permit or other written document from the local county health department granting approval of the vending device which will be used by the vendor if food or beverage items will be sold;
2. A copy of a food handler's permit, issued by the local county health department for each person who will be dispensing food or beverage products from the vending device; and
3. An insurance certificate is required with the City of Port Orchard shown as an Additional Insured with minimum coverage to be as follows: \$1,000,000 liability and \$1,000,000 bodily injury.

The information on this form is considered a public record and is subject to public disclosure laws in Chapter 42.56 RCW.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

---

**FOR CITY CLERK'S OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_

Certificate of Insurance Received:  Yes  No

Map with Location Highlighted  Yes  No

Copy of Food Handler's Permit Received:  Yes  No

Health Department approval of vending device Received  Yes  No

Copy of military discharge certificate shown:  Yes  No  Not applicable

License fee Received:  Daily  Monthly Number of day(s): \_\_\_\_\_

Total Due: \_\_\_\_\_

List each event date: \_\_\_\_\_

Date Received Payment: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Vendor License:  Approved  Disapproved

Date of Decision: \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_

Reviewed By \_\_\_\_\_  
City Clerk or Designee