



CITY OF ITHACA MOBILE VENDING APPLICATION

APPLICATION FOR MOBILE VENDING PERMIT 2020-21

Date Submitted: _____:

Contact Name: _____ Phone # _____

Business Name: _____ Tax ID _____

Mailing Address: _____ City/State/ZIP: _____

Email Address: _____

Requested Site Location (Note: Vending hours are limited to 10 a.m. to 10 p.m.)

• 1st Choice: _____

• 2nd Choice: _____

Permit Term (Please check applicable box)

Annual Permit (April 1, 2021-March 31, 2022, except during special events)

Seasonal Permit (April 1, 2021-October 31, 2022, except during special events)

Fees

Security Deposit

- A \$100 security deposit is required of all vendors. The deposit is refundable upon satisfactory site inspection at the end of the contract term. If the site fails inspection, the security deposit is forfeited to pay for the cost of site cleanup/remediation.

Application Fee (Please check applicable box)

- New Vendor \$100 Application Fee
 Returning Vendor \$50 Application Fee

Permit Fees (Please check applicable box)

- Food Vendor
 Annual Permit Charge \$1,229
 Seasonal Permit Charge \$1,025
 Non-Food Vendor
 Annual Permit Charge \$615
 Seasonal Permit Charge \$514

Fee Calculator

Security Deposit: _____

Application Fee: _____

Permit Fee: _____

Total Due: _____

All documentation listed below MUST be submitted to the Superintendent of Public Works' Office, including the Mobile Vending Application, and fees in order for application to be considered complete.

*****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED*****

Required Documentation

Check off the documents that are included in the application packet:

- A description of the type of merchandise, service, food or beverage menu being sold.
 - Price list for each item being sold.
 - A description and photograph of the cart to be used.
 - Proof that the applicant has complied with the established regulations of the Tompkins County Health Department, Ithaca Fire Department and other appropriate state, federal and local laws and regulations applicable to the vending business.
 - A certificate of liability insurance in an amount to be determined but in no case shall it be less than \$1,000,000.00. It must also name the City of Ithaca as an "Additional Insured".
 - Proof of New York State Worker's compensation and Disability insurance; or New York State Worker's compensation exemption certificate completed. The "ACCORD" insurance certificate is no longer acceptable proof of workers' compensation coverage. Please contact the New York State Workers' Compensation Board at 1-866-802-3604 or visit their website at www.wcb.state.ny.us with questions.
 - Applicant shall demonstrate that they have a New York State sales tax certificate at all times while they are vending. Contact New York State Taxation and Finance Office at 1-800-225-5829 or visit www.tax.ny.us.
 - A written description of waste disposal plans for trash, water, grease, and other materials.
 - Proof of 501(C)(3) designation, if applicable.
 - Proof of license issued by the Tompkins County Clerk to vend under the status of a United States Armed Forces Veteran pursuant to §32 of the General Business Law, if applicable
 - Accurate and current contact information. If any contact information changes, the vendor is responsible for notifying the City within 10 days of the change.
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I, the undersigned Applicant, have read and understand the Mobile Vending Rules and Regulations listed in the "Ithaca Commons Mobile Vending Information Packet" regarding vending carts, vending locations, hours of operation, vendor responsibilities, fire code regulations, as well as the requirements for obtaining a mobile vending agreement with the City of Ithaca, and agree to abide by them. I also understand that if I wish to vend during special events sponsored by the Downtown Ithaca Alliance, Ithaca Festival, or other coordinator, I must apply through the event organizer. I understand that I may have to submit a separate application, pay an additional fee, and must follow the requirements of the event organizer. I also understand that I may be temporarily re-located from my assigned site with the City of Ithaca to another site during the event. My location may also be relocated at any time during the term, if the City deems is necessary.

Signature of Applicant: _____ Date: _____

Print

Name: _____

For Office Use Only:

Date Received _____

Application Approval:

Security Deposit Amount: _____ Received: _____

Application Fee Amount: _____ Received: _____

Permit Fee Amount: _____ Received: _____

Site Number Assigned: _____

Notes: _____

Approved by: _____ Date: _____

End of Season Inspected by: _____ Date: _____

Site Inspection Passed Failed

Security Deposit of \$100 refunded on:

_____.By: _____