



"meeting community needs
.....enhancing quality of life"

LICENSE APPLICATION

for
CBD STREET VENDORS

FEES ARE NON-REFUNDABLE		Date Recv'd ___/___/___
License Fee (See Section 4) \$	_____	Acct. 11030.4324
Investigation fee	+ \$ 7.00	Acct. 100.2359
Total amount paid	\$ _____	Receipt _____

Approval/Denial to be issued in 7 working days from date of application.

SECTION 1 – COMPANY INFORMATION – Answer all questions completely. Please PRINT clearly			
Name of Company			
Company Street Address	City	State	Zip
Company Telephone Number	Type of merchandise or service – list specific product(s) or actual services being provided:		
Location #1 of Mobile unit (West of Appleton Street)	Location #1 of Mobile unit (East of Appleton Street)		
Location #2 of Mobile unit (West of Appleton Street)	Location #2 of Mobile unit (East of Appleton Street)		
SECTION 2 – EMPLOYEE INFORMATION –Every employee over 18 years of age is required to complete an application form. If employees are minors, you must show proof of State Street Trade Permit pursuant to Wisconsin Act 113.			
Name of Employee (Last, First, MI)		Are you the main employee contact for this company?	
		Yes	No
Employee Home Street Address	City	State	Zip
Driver's License Number	State licensed In:	Date of Birth	Sex
If less than two years at the above address, list all addresses in the last two-year period.			
Street address	City	State	Zip
Street address	City	State	Zip
SECTION 3 – PENALTY SECTION			
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.			
Signature of Applicant: _____			
SECTION 4 – FEE SCHEDULE			
TYPE	X	INITIAL LICENSE	X RENEWAL
One Cart		\$80.00	\$65.00
Two Carts		\$120.00	\$97.50
Additional Employee Application		\$15.00	\$15.00
Transfer location – Maximum 2 changes per year		\$10.00 each change	\$10.00
FOR OFFICE USE ONLY			
Dept	Approve	Deny	By Reason
POLICE			
CITY SEALER			
HEALTH			
STREET OCCUPANCY			
CERT OF INSURANCE			
Date sent for approvals	Date Issued	Expiration Date	License Number

CBD STREET VENDOR LICENSE

- Applicant must **FIRST** obtain a Street Occupancy Permit through the Department of Public Works, before applying for a CBD Street Vendor's License. The cost of a Street Occupancy Permit is \$25.00 and is good for a period of up to one year. All Street Occupancy Permits expire on December 31. All Street Occupancy Permits must be approved by Municipal Services and the Common Council.
- All Street Occupancy Permits must be renewed by December 15. Otherwise the location will be made available to any license.
- CBD Street Vendor Licenses for the City of Appleton are issued for a calendar year and expire on December 31. If approved, a CBD Street Vendor License will be issued in 7 working days from the date of application.
- To apply for a CBD Street Vendor's License, file your completed, signed application form with the City Clerk's office.
- Licensees may obtain no more than 2 Street Occupancy Permits for any portion of the Central Business district west of Appleton Street; and no more than 2 Street Occupancy Permits for any portion of the Central Business District east of Appleton Street.
- No person may conduct business on a sidewalk within **50 feet** of the main entrance of any business selling same or similar products during the hours said business is open unless written permission is granted by said business and such documentation is placed on file with the City Clerk's Office.
- If no CBD Street Vendor License is issued and the Street Occupancy Permit remains unused for a period of 45 days after approval by the Common Council, said permit shall automatically expire.
- A current copy of your certificate of insurance must be provided along with your application.
- License fees are non-refundable and are to be paid at the time of filing the application form. The fee for one cart is \$80.00 and \$120.00 for two carts per location per calendar year for the company, plus a \$7.00 Police investigation fee. Each additional employee can apply for a license for a fee of \$15.00 plus a \$7.00 Police investigation fee.
- A license holder shall be allowed to request 2 changes in location during the license year. The fee for each request is \$10.00. The licenses must relinquish the Street Occupancy Permit for the abandoned location, and obtain a new Street Occupancy Permit for the new location.