



CITY OF EVANSVILLE
CIVIC CENTER COMPLEX, ROOM 300
1 NW MLK JR. BLVD.
EVANSVILLE, IN 47708

DOWNTOWN STREET VENDOR PERMIT PACKET

(Evansville Municipal Code Chapter 5.25 Street Vendors)

APPLICATION SUBMISSION

All individuals, businesses, or corporations must obtain a license from the City Controller's Office under the provisions of the Street Vendor Ordinance of the Evansville Municipal Code 5.25, stating that no person, firm, or corporation shall hawk, peddle, vend, sell, or offer for sale goods, wares, merchandise, food, or services on any public street, sidewalk, or right-of-way in the Downtown Redevelopment Area, except for when a permit has been issued for a parade under EMC 12.05.180; when a permit has been issued for a festival under EMC 5.10.010 et seq.; when conducting a sidewalk sale as authorized by EMC 12.05.190; or when a permit has been issued under chapter 5.25. All applications must be submitted to the City Controller's Office per the mandate.

City Controller's Office
Attn: License Clerk
Civic Center Complex
1 NW MLK Jr Blvd, Room 300
Evansville, IN 47708.

Please note that incomplete applications will be rejected. Should you have any questions regarding the licensing process, please contact the City Controller's office at 812-436-4919.

LICENSE FEE SCHEDULE

License Application Fee \$25.00 (non-refundable)

LICENSE FEE PAYMENT

The License Application Fee is an annual and nonrefundable fee that is payable to the City of Evansville. The License Application Fee is due at the time of application.

Payment of the fees can be made by check, cashier's check, or money order. Please ensure that your check or money order is made payable to the City of Evansville. Please note that failure to pay the fees in full or accurately may result in revocation of your license.

APPLICATION APPROVAL OR DENIAL

Applicants shall receive notification regarding the approval or denial of their License Application within ten (10) business days of the receipt of a complete License Application. It is important to note that License Applications shall only be deemed complete when all the requested information has been supplied by the applicant and all fees have been paid.

Applicants will receive a copy of the approved application and license certificate from the City Controller's Office within ten (10) business days of the Redevelopment Commission's approval of the application.

EXPIRATION AND RENEWAL OF LICENSE

It is imperative to note that licenses for Downtown Street Vendor Permit expire annually on the 31st of December, and as such, must be renewed before the expiration date. The renewal process requires the submission of a new Downtown Street Vendor Permit Application to the City Controller at least ten (10) business days before the license expires. It is recommended that all license holders adhere strictly to the renewal process to avoid any potential legal or financial implications that may arise from non-compliance.



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FEE \$25.00 PERMIT: BEGINNING DATE _____ ENDING DATE 12/31/_____

(The annual fee is non-refundable per Evansville Municipal Code Chapter 5.25.050.)

BUSINESS NAME _____

BUSINESS ADDRESS _____

CITY, STATE, ZIP _____ PHONE NUMBER _____

OWNER'S NAME _____

OWNER'S ADDRESS _____

CITY, STATE, ZIP _____ PHONE NUMBER _____

BRIEF DESCRIPTION OF CART, TRUCK OR TRAILER _____

DIMENSIONS OF CART, TRUCK, OR TRAILER _____

DESCRIPTION OF UNIFORMS _____

DESCRIPTION OF PRODUCTION(S) SOLD _____

HOURS OF OPERATION _____

DAYS OF OPERATION _____

ATTACH THE FOLLOWING:

1. Vanderburgh County Health Department **FOOD PERMIT**
2. Indiana Department of Revenue **RETAIL MERCHANT LICENSE**
3. Indiana **SALES TAX NUMBER**
4. Vanderburgh County **TRANSIENT MERCHANT'S LICENSE**
5. **PHOTOGRAPH OF CART, TRUCK, OR TRAILER TO BE USED**
6. **INSURANCE CERTIFICATE OF PUBLIC LIABILITY**
 - a. The Permittee shall maintain liability insurance providing combined single limit coverage of \$500,000 per person and occurrence for personal injuries and \$50,000 for property damage. (Code 5.25.060 Bullet M)
 - b. **THE CITY OF EVANSVILLE MUST BE LISTED AS ADDITIONAL INSURED**



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VERIFICATION OF OWNER'S IDENTITY

I, _____, state that the facts contained in and attached to this application are true, as I am informed and verily believe.

OWNER'S SIGNATURE _____ DATE _____

STATE OF INDIANA)

) SS:

COUNTY OF VANDERBURGH)

SUBSCRIBED AND SWORN to before me, a Notary Public, in and for said County and State, on this the _____ day of _____.

Notary Public Signature _____

Notary Public Name _____

County of Residence: _____

My Commission Expires: _____

My Commission No.: _____

REDEVELOPMENT COMMISSION APPROVAL

APPROVER'S NAME _____

APPROVER'S SIGNATURE _____

DATE APPROVED _____

FOR THE CONTROLLER'S OFFICE, USE ONLY

CHECK NUMBER _____

BUSINESS ACCT # _____

LICENSE CLERK _____

LICENSE NUMBER _____