

CITY OF ITHACA – Superintendent of Public Works

108 East Green Street, Ithaca, N.Y. 14850

Phone: (607) 274-6527

Fax: (607) 274-6587

2019 APPLICATION FOR MOBILE VENDING

CONTACT NAME: _____ PHONE: _____

BUSINESS NAME: _____ TAX ID#: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____ DATE OF APPLICATION: _____

All Mobile Vendors:

- A \$100 security deposit refundable upon satisfactory site inspection at the end of the contract term – **Required for all vendors.** (Note: security deposit will only be refunded upon successful completion of site inspection by DPW staff at the end of the agreement period. If site fails inspection security deposit is forfeited to pay for cost of DPW to clean site, with any additional cost billed to the vendor)

The **Application Fees** for permits, as established by the Board of Public Works, are as follows:

- \$100 New Vendor (who has not had a permit in the past)
- \$50 "Return" Vendor

Food Vending Permit Fees:

- \$1,229.00** Annual (April 1 to March 31)
- \$1,025.00** Seasonal (April 1 to October 31)

Non-Food Vending Permit Fees:

- \$615.00** Annual (April 1 to March 31)
- \$514.00** Seasonal (April 1 to October 31)

Total Fee Due: \$_____ (Use fee + application fee + security deposit)

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REQUESTED SITE LOCATION: First Choice: _____ Second Choice: _____

(Note: Vending hours are limited to 10 a.m. to 10 p.m. unless the Commons Advisory Board has granted special permission for earlier or later hours)

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

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

REQUIRED DOCUMENTATION:

- A description of the type of merchandise, service, food or beverage menu to be offered for sale.
- Price list of 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.
- The Superintendent of Public Works may require additional information from the applicant if deemed necessary.
- Whenever a name or address provided by the vendor on his or her agreement or application changes, he or she shall notify the Superintendent of Public Works within 10 days of the change.

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.

Signature of Applicant: _____ Date: _____

Print Name: _____

FOR OFFICE USE ONLY

DATE/TIME RECEIVED: _____ **By:** _____

APPLICATION APPROVAL:

Security Deposit of \$100 paid on _____ (date) by cash or check # _____

Application Fee (\$100 or \$50.00) paid on _____ (date) by cash or check # _____

Use Fee of \$ _____ paid on _____ (date) by cash or check # _____

Site Number Assigned: _____ **Begin Date:** _____

Notes: _____

Approved by: _____ Date: _____
Office of the Superintendent of Public Works

Commons Mobile Vending Agreement Executed on _____
Date

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END OF SEASON

Site Inspected by DPW Staff Person: _____ Date: _____

Site Inspection Passed Failed

Security Deposit of \$100 refunded on _____.

By: _____ Date _____
Office of the Superintendent of Public Works