

## Sidewalk Vending Program Application Checklist

- \_\_\_\_\_ 1. COMPLETED SIDEWALK VENDING PROGRAM APPLICATION
  - Temporary (7 consecutive day maximum)
  - Full Year (March 1<sup>st</sup>-February 28<sup>th</sup>)
- \_\_\_\_\_ 2. PROOF OF \$1 MILLION GENERAL LIABILITY INSURANCE POLICY
  - City of Cincinnati - listed as additional insured on policy
  - Policy must be maintained the entire length of the vending license
- \_\_\_\_\_ 3. TWO PASSPORT SIZE PHOTOGRAPHS FOR BADGE
  - Each person working the vending location must have a badge
- \_\_\_\_\_ 4. OHIO MOBILE FOOD SERVICE LICENSE (REQUIRED for vending of food/drinks)
  - Contact the City of Cincinnati Health Department to obtain your Ohio Mobile Food License [Mobile Food Licensing - Health \(cincinnati-oh.gov\)](http://cincinnati-oh.gov/mobile-food-licensing)
- \_\_\_\_\_ 5. FIRE INSPECTION (REQUIRED for use of any heating or combustible element)
  - Can be obtained by Cincinnati Fire Department
- \_\_\_\_\_ 6. PAYMENT FOR VENDING FEES (all fees apply to **each** vending location)
  - Temporary Vending License - \$25 application fee + \$1.10/day/location (7 days max)
  - Full Year Vending License - \$25 application fee + \$400/vending location