

## Sidewalk Vending Program Application Checklist

- \_\_\_\_\_ 1. COMPLETED SIDEWALK VENDING PROGRAM APPLICATION
  - Temporary (7 consecutive day maximum)
  - Full Year (January 1<sup>st</sup> – December 31<sup>st</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
  - Photos must be passport size and style (2x2 inches, solid background, full-face view directly facing the camera, and taken within the last 30 days)
  - Each person working at the vending location must have a badge and be present upon issuance to sign for their own badge
  - One badge is included in the application fee, additional badges are \$5.00 ea.
  
- \_\_\_\_\_ 4. VALID STATE OR FEDERAL PHOTO ID
  
- \_\_\_\_\_ 5. 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)
  
- \_\_\_\_\_ 6. FIRE INSPECTION (REQUIRED for use of any heating or combustible element)
  - Can be obtained by Cincinnati Fire Department
  
- \_\_\_\_\_ 7. PAYMENT FOR VENDING FEES (all fees apply to **each** vending location)
  - Temporary Vending License - \$50.00 application fee/location + \$50.00/day/location (7 days maximum)
  - Full Year Vending License - \$50.00 application fee/location + \$400.00/location (Maximum 8 locations)