



# Office of Planning and Zoning

## Open Air Vendor Permit

Date: \_\_\_\_\_

Owner(s) of the property: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Vendor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

Site address where Vendor will be located: \_\_\_\_\_

What will the Vendor be selling?: \_\_\_\_\_

Date(s) the Vendor will be located at this address: \_\_\_\_\_

\_\_\_\_\_

This Open Air Vendor Permit is valid for the dates indicated above.

The following items must be submitted with the Open Air Vendor Permit:

- A Current Business Tax Receipt
- A letter from the property owner giving permission for use of the property for the dates specified for this permit and indicating that sanitary facilities are available.
- A plot plan that shows the location of the vendor site, sanitary facilities and sufficient parking for customers.
- If a tent(s) is used, the vendor must provide proof to the Chief Fire Inspector that the tent(s) is fire retardant.
- A fee of \$50.00

\_\_\_\_\_  
Vendor's Signature

**To be completed by County staff:**

Open Air Vendor Permit # \_\_\_\_\_ Address #: \_\_\_\_\_ Alt. Key #: \_\_\_\_\_

Zoning: \_\_\_\_\_ Use of site approved: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Name and Title of staff                      Signature of staff                      Date

Environmental Health Approval: \_\_\_\_\_ Date: \_\_\_\_\_