



Vending Policies, Procedures and Checklist

VENDOR DEFINITIONS

Every person who offers goods or services for sale on the streets or from a vehicle or a stand open to the street, whose business is conducted from a vehicle, cart, stand or temporary structure. For purposes of this chapter, Vendor shall be described as the following: Stationary Vendor, Day Vendor, Special Event Vendor, Moving Vendor and Peddler.

- a. *Day Vendor:* Operator of a portable vending cart or motorized vending unit, selling goods from a single approved site. The portable vending cart or motorized vending unit must be removed every evening after vending hours have ended.
- b. *Moving Day Vendor:* Operator of a portable vending cart or motorized vending unit selling goods while moving along an approved vending location.
- c. *Special Event Vendor:* Operator of a stationary stand or portable vending cart licensed for a limited, specific period in association with a special event. The stationary stand or portable vending cart may be left on site for the duration of the event, and may be located on private property. The Special Event Vendor shall be licensed by the special event organization which has been approved by the city commission to organize a special event or by the City of St. Joseph if the special event organization has waived vending rights.
- d. *Peddler:* Every person traveling by foot, wagon, bicycle or other similar conveyance from place to place, house to house, business to business, or street to street, selling or offering for sale any goods or services, whether for current or future delivery.
- e. *Stationary Vendor:* Operator of a stationary stand, which shall remain on a single approved site for the entire period of the Vendor license, and which must have water, sewer and electric and/or gas utilities for preparation and sale of unpackaged food products.
- f. *Canvasser:* means any person traveling by foot, wagon, motor vehicle or other conveyance, from place to place, house to house, business to business, or street to street, on behalf of a religious, political, educational or non-profit charitable organization selling goods or services for that organization for its fund-raising, seeking donations, distributing information or seeking signatures on petitions. A Canvasser is not considered a Vendor for purposes of this Ordinance, but is subject to regulation as further set forth in this Chapter.

APPLICATION PROCEDURES

1. Applications are required for: Day Vendors, Moving Day Vendors, Peddlers and Stationary Vendors.
2. Special Event Application is required for Special Event Vendors.
3. Registration is required for Canvassers.
4. All Vending Applications must include the following items:
 - a. Completed application form
 - b. Copy of Driver’s License/State ID for each adult listed as vendor (for background checks)
 - c. Copy of current Health Department Certification
 - d. Copy of all other Certifications (i.e. weights and measures)
 - e. Color picture of Vending Cart/Structure/Vehicle to be utilized for Vending
 - f. Map or diagram accurately depicting location or route of requested vending
 - g. Application fee
5. Applicant must complete the entire Vending Application and submit with the above listed items; only complete applications will be accepted.
6. Applicant must receive a copy of the Vending Ordinance.
7. Applicant must be provided the date of the next City Commission meeting at which the application will be considered. Applications must be received 10 days prior to CC meetings (i.e. two Fridays before CC meeting).
8. Application fees and conditions are contingent upon type of license.
9. The following two items must be received before a vending license will be issued:
 - a. Copy of Proof of Insurance (\$1,000,000 naming City of St. Joseph as other insured for all vendors operating on public property)
 - b. Copy of Michigan State Tax Certification

Vending Licenses

	Day Vendor	Moving Day Vendor	Peddler	Stationary Vendor	Special Event Vendor
Portable Vending Cart	X	X	X		X
Motorized Vending Unit	X	X	X		X
Stationary Stand				X	X
Public Property	X	X	X		X
Private Property	X			X	X
DDA District (within)	X			X	X
D-Downtown District (within)	X			X	X
Whirlpool Compass Park					
Daily License		X	X		
Event duration					X
Seasonal License	X			X	
Application Fee	\$ 30	\$ 30	\$ 30	\$ 30	
Daily License Fee		\$ 50	\$ 50		
Seasonal License Fee	\$ 1,000			\$ 500	

*** Water, Sanitary Sewer and Power Hookups required for unpackaged food products to be sold from Stationary Stand*

LICENSE CHECKLIST

- Review application for completeness; be sure all attachments are included. Only administratively complete applications will be accepted
- Date stamp application
- Collect non-refundable application fee (“PEDDF” code)
- Give applicant the yellow copy of the application and a copy of the ordinance Copy application and driver’s license for all vendors; submit to SJPS for background checks
- Submit a copy of the application, driver’s licenses and related materials to SJPD for background check.
- Submit the complete application with all attachments to the City Clerk for the City Commission packet.
- Notify the applicant of the City Commission’s action by phone or in writing and if the license has been approved, arrange date and time to issue license
- Prepare Vendor License
- Prepare Vending Agreement Form
- Prepare Name Tag(s)
- Issue License upon receipt of vending fee and copies of Proof of Insurance (for all vendors operating on public property) and a valid Michigan Department of Treasury sales tax permit
- Retain copy of vending license and photo ID for Clerk files
- Provide copy of vending license to the SJPD

All Vendor Applications will be granted based on the completed application, the product offered, the design and/or construction of the stand, cart or mobile vending unit, and the previous performance of the vendor.

SPECIAL DIRECTIVES FOR DAY VENDOR APPLICATIONS

In anticipation of the requests for DAY VENDOR applications for the 5 public locations NEXT YEAR the following procedure shall be followed:

- 1) DAY VENDOR applications will not be accepted until the first business day in January of each year.
- 2) DAY VENDOR applications are due by January 31st of each year.
- 3) Administratively complete DAY VENDOR applications will be presented to the CC for their consideration at the second regular meeting February of each year. Vendors approved will be notified later that week. Upon payment in full the transactions will be complete.
- 4) Applications must be date stamped the day they are received (use ‘Received Finance/Clerk’ stamp at front counter). Applications must be administratively complete in order to be considered. If an application is not administratively complete the application will be denied. The City will not ‘hold’ applications for missing information.
- 5) **All other applications must be submitted at least 10 days prior to the next CC meeting. (i.e. only 7 days).**