

## Street Vendor Application

<b>Abutting property address:</b> _____  <b>Name, address and telephone number of this owner:</b> _____ _____ _____  <b>Is this located in the Historic District? Yes</b> _____ <b>No</b> _____	<b><u>Office Use Only</u></b>  Permit # _____  Associated Permits: _____ _____ _____ _____
<b>Business Name:</b> _____  <b>Description of street vendor business (attach additional pages if necessary):</b>  <b>Dimensions of the vending care – W/L/H:</b> _____	
<b>Maximum number of employees at any given time:</b> _____  <b>Washington retail business sales tax number:</b> _____  <b>Jefferson County Health Department permit number (attach copy):</b> _____  <b>City of Port Townsend business license number:</b> _____	
<b>Applicant/Business Owner:</b> Name: _____ Address: _____ City/St/Zip: _____ Phone: _____	<b>Contact/Representative (if different):</b> Name: _____ Address: _____ City/St/Zip: _____ Phone: _____
<b>Requested start and end dates:</b> _____  <b>Days and hours of operation:</b> _____	
Will you have any signs? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please describe (number, size, location)	

*Signature of Street Vendor business owner:* I certify that all activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

*See back for Abatement Statement to be signed by the applicant. See attached for details on plan submittal requirements and cost.*



## Abatement Statement for Street Vendor Applicant

The undersigned irrevocably grants the City permission to summarily enter the applicant's/owner's property with reasonable notice and abate the street vendor use, and all physical evidence of that use if it has not been removed as required by the terms of the permit. The undersigned will reimburse the City for any expenses incurred in abating the street vendor use under the authority of 17.60.090 PTMC.

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**Signature**

**Date**

STATE OF WASHINGTON )

) ss.

COUNTY OF JEFFERSON )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is the person who appeared before me, and that person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act and deed for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

(stamp)

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[Print name:]

Notary Public in and for the State of Washington,  
residing at \_\_\_\_\_.

My commission expires: \_\_\_\_\_.



# Street Vendor Application Submittal Requirements

## CHECKLIST

- Completed Street Vendor Application Form (Page 1) and Abatement Statement (Page 2)
- Application fee: \$105.75
- Annual Permit Fee \$350.00
- A drawing or set of specifications for any vending cart to be used which is of sufficient detail to allow the director to determine that the cart will be structurally sound and safe.

***The maximum permissible size for any vending cart shall be three feet wide by five feet long by five feet high.***

- A site plan, to scale, showing:
  - North Arrow
  - Existing parking spaces
  - Location of existing buildings
  - Location of street vendor business
  - Adjoining street name(s)
  - All easements, deeds, restrictions or other encumbrances restricting the use of the property, including Critical Areas and/or buffers as defined in the Critical Area Ordinance (PTMC 19.05), if applicable.
- A City Business License. The City requires that no person engage in any business within the City limits without first obtaining and being the holder of a valid and current business license (PTMC Chapter 5.08). Please refer to the City Website: <https://cityofpt.us/finance/page/business-licensing> for additional information.

\* Note: the street vendor business cannot occupy required off-street parking facilities for adjacent or nearby uses.

\* Note: Business shall be operated in the assigned location. **NO MOBILE VENDING IS PERMITTED.**

\* Note: A Hold Harmless in a form approved by the city Attorney *will be* required as condition of this permit. There will be a fee for drafting the form and for recording the form at the Jefferson County auditor's office.

\* Note: Proof of liability insurance naming the city as additional insured will be required.

For more street vendor information, see Port Townsend Municipal Code Chapter 5.32 on the website: <http://www.cityofpt.us/>

