



## Application for a Vendor License

Complete and submit this application for a **NEW** Newsstand, Vendor-on-Foot, Pushcart, Vendor Motor Vehicle, Sidewalk Sales, Honor Box or Food establishment (non-permanent) Licenses.

### PART A

#### • License Type

#### License Type:

- Newsstand       Vendor-on-Foot       Pushcart       Vendor Motor Vehicle  
 Sidewalk Sales       Honor Box       Food Establishment (non-permanent)

#### • Location

Provide the location of the newsstand if applying for a newsstand license.

Location of Newsstand (if applicable): \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name all Pennsylvania corporations, including all limited liability corporations, in which the applicant has any equity interest, regardless of whether the applicant has a direct equity interest or applicant's equity interest is held through one or more tiers of a corporate structure, such as parent-subsidiary structure.

*Name of Corporate Owner	Title	Home Address City/State/Zip

#### • Owner information

Provide the contact information for the owner.

*\*Note: If the legal entity is a "company" then up to two (2) corporate owners must be named*

Provide the license and tax account information.

#### • Vending Details

*\*\* If a motor vehicle is used, provide the year and make of the vehicle in the description.*

*Provide the vehicle registration and driver's license information.*

*Note: If the vehicle is leased, provide a copy of the lease agreement*

*\*\*\* Complete this section if you are applying for an Honor Box License.*

Philadelphia Business Tax #: \_\_\_\_\_ Commercial Activity License #: \_\_\_\_\_

Date Activity Started at Property: \_\_\_\_\_

Description of Vehicle / Stand: \_\_\_\_\_

\*\*Motor vehicle registration # (if appl.): \_\_\_\_\_ Driver's license # (if appl.): \_\_\_\_\_

Description of Activity / Business (Kinds of goods to be sold): \_\_\_\_\_

\*\*\*Select the location and list the applicable streets for the Honor Boxes (if appl.):

Corner location (List the intersecting streets and the specific corner):

Mid-block location (List the directional side of the street and the two streets that bracket the location):

### PART B

#### Supplemental Information

- Confirm the required documentation is provided.

\*\*\*Frozen dessert machines require two (2) certifications from the Health Department; one for the freezer machine and one for the conveyance.

#### Verify the following information:

- All City of Philadelphia taxes, charges, and fees are current:  Yes
- Two photo identifications (2 in. x 2 in., in color) are provided with this application:  Yes
- \*\*\*A current Health approval is provided with this application (if food is being sold):  Yes  N/A
- Two photos and proof of identify for any employees are provided with this application:  Yes
- A Streets Department approval is provided with this application:  Yes
- A completed diagram of stand location with dimensions is provided with this application:  Yes



**PART B**

**Supplemental Information**  
*(Continued)*

**For Honor Boxes:**  
Request approval from the Vending Unit by email:  
vending@phila.gov

**B**

**Newsstands (additional information):**

- A copy of a notarized Bill of Sale is provided with this application:  Yes  
*(For new owner of an existing Newsstand)*

- Proof of bond in the amount of \$1500 is provided with this application:  Yes

**Honor Box (additional information):**

- The approval from L&I Vending Unit is provided with this application:  Yes

**PART C**

**Limits and Conditions**

**C**

- No vendor or person shall stop, stand or park any vehicle, wagon, pushcart or any other conveyance upon any street for the purpose of selling, or sell on any street under any circumstances during the hours when parking, stopping or standing has been prohibited by signs or curb markings or is prohibited by City Ordinance or The Philadelphia Code.
- No vendor or person shall stop, stand or park his vehicle or conveyance on a street nor permit it to remain there except on the roadway at the curbs for the purpose of selling goods, ware, and merchandise.
- No vendor or person shall stop, stand, park, place nor allow his conveyance closer than thirty feet from any other conveyances being used by any other vendor.
- No vendor or person shall conduct himself or his business in such a way as would restrict or interfere with the ingress or egress of the abutting owner or tenant or to create or become a nuisance, or increase traffic congestion or delay, or constitute a hazard to traffic, life or property, or an obstruction to adequate access to fire, police, or sanitation vehicles.
- No vendor or person shall sell foods, drinks, ice cream or confections of any kind for immediate consumption unless he has available for public use his own litter receptacle.
- No vendor or person shall use a handcart or pushcart the dimensions of which exceed four feet in width, eight feet in length and eight feet in height.
- No vendor or person shall use any conveyance, device or thing whatsoever which, when fully loaded with merchandise, cannot be easily moved and maintained under control by the licensee, his employee or attendant.
- No vendor or person shall set up, maintain or permit the use of any tables, crates, cartons, racks, devices or thing of any kind or description to increase the selling or display capacity of his conveyance, cart or vehicle.
- No vendor or person shall sell any merchandise or any other article or thing whatsoever on any street where sidewalk sales are prohibited under any ordinance of this City or City Code provision.
- No vendor or person shall leave any conveyance unattended at any time or store, park, or leave same overnight on any city sidewalk or street or at any vending location, unless the Department approves a Mobile Food Vendor to remain overnight in connection with a special event sponsored by the City.
- No vendor or person shall engage in business of vending between twelve midnight and seven a.m.
- No vendor or person shall sell any merchandise or any other article or thing whatsoever on any property owned or controlled by the City of Philadelphia, except for streets, unless permission has been expressly granted by the City of Philadelphia.
- No vendor or person shall sell any fireworks.
- No mobile food vendor shall operate on a historic site.

**Newsstands / Honor Boxes:**

- Not more than one newsstand may be licensed on any corner; two newsstands at any intersection; two newsstands on one side of one block.
- Newsstands and honor boxes shall not be placed on the sidewalk of any street so as to reduce the footway space.
- Attachments, racks, benches, boxes or similar items may not be externally attached to or adjacent to newsstands.
- Honor boxes must be constructed or fastened so as to prevent them from falling over or being moved from their location and are to be constructed as to prevent their contents from being scattered or carried by the elements.
- No commercial advertising, exclusive of the name of a newspaper or publication sold or in connection with contents of such newspaper or publications, will be permitted on newsstands and honor boxes.
- Newsstand operators shall not permit the area surrounding their newsstands to become littered as a result of the operation of the stands.

