

APPLICATION FOR ITINERANT FOOD VENDOR

THE PROCESS:

A completed application for an Itinerant Food Vendor and all required materials shall be submitted to the Planning Department, no less than two (2) weeks before the start of business. Incomplete applications or inaccurate information will delay or prevent processing and review.

1. Planning Department Staff will complete review of the application. Itinerant Food Vendor Permit reviews are performed within three (3) to seven (7) business days.
2. If the application is complete and in compliance with the Town of Fuquay-Varina Code of Ordinances, Part 6, Chapter 1, Article D, Section 6-1049, staff will contact the applicant and issue a permit which can be picked up at Town Hall.
3. The permit fee of \$25.00 is due at the time the permit is issued. The Itinerant Food Vendor permit is good for the remainder of the fiscal year (July 1- June 30) in which the application is made. **Permits must be obtained, and all fees paid before operation of any business.**
4. Please note: The maximum time the designated area can be used by the Itinerant Food Vendor cannot exceed the permit time including set up and take down.

SUBMITTAL CHECKLIST:

- Submit one (1) application for each Itinerant Food Vendor
- Description of Itinerant Food Vendor display with drawing to scale and copy of survey or verification of property boundaries if applicable
- Health Department Approval (included with this application)
- Written permission of property owner if applicable
- Appropriate sections completed below
- \$25 Itinerant Food Vendor permit fee
- Additional required submittal details as required

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APPLICANT INFORMATION:

Business Name: _____

Business Owner: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Business Website (If Applicable): _____

Owner's Signature _____

Date _____

Brief Description of Proposed Itinerant Food Vendor: _____

Is the business to be held on property owned by the merchant?

Yes No (If no, written permission form the property owner must be obtained)

Proposed Location of Business: _____

Proposed Location Zoning: _____

Will the merchant be located in a parking lot? (Merchant shall not impede vehicular or foot traffic and shall not occupy designated parking spaces)

Yes No

Will the Business use any signage? (All signs must comply to the Town's sign regulations)

Yes No

Is the business utilizing a non-motorized, push-type or pull-type cart.

Yes No

Square footage being occupied by Business (max 100 sq.ft.): _____

Proposed distance from other vendors (Minimum of 500 feet required): _____

(This requirement does not apply to events sponsored and approved by the Town.)

Health Department approval provided with this application:

Yes No

ACKNOWLEDGMENT OF RECEIPT:

I/We, _____ am/are the owner(s)/manager(s) of the business named above for which this permit application has been filed.

I/We, _____ have read all applicable sections of the Town of Fuquay-Varina Code of Ordinances which govern the operation of Itinerant Food Vendors within the Town of Fuquay-Varina. I/We agree to obey all location, operation, separation, requirements and conditions established for Itinerant Food Vendors in the Town of Fuquay-Varina Code of Ordinances. Furthermore, by signing this application we acknowledge receipt of a copy of these standards.

Signature _____

Date _____

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PROPERTY OWNER AUTHORIZATION:

The following information shall be provided and approved by the Town prior to operation for each location the Itinerant Food Vendor herein referenced proposes to locate. Town approval of this application shall not be construed to grant the Itinerant Food Vendor herein referenced permission to operate at any location other than the location listed below.

PROPERTY OWNER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

WAKE COUNTY PIN: _____

ZONING DISTRICT: _____

EMAIL ADDRESS: _____ PHONE: _____

I/We, _____ am/are the owner(s) of the property where the Itinerant Food Vendor named above will operate.

PROPERTY OWNER'S SIGNATURE: _____ DATE: _____

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TOWN USE ONLY

Permit Approved by

Date

Itinerant Food Vendor Permit Fee (\$25 per event): \$ _____

Trade Permit Fee (\$40 per required trade): \$ _____

Total Permit Fee: \$ _____