



Planning Department  
6603 E. Hwy 22, Callaway, FL 32404  
Phone (850) 871-4672 Fax (850) 871-2444

## VENDING BOOTH APPLICATION

Items that must be submitted with application:  
Incomplete submittals will not be reviewed

- Written permission or a lease from the owner of the property where the vending booth will operate.
- A site plan drawn to scale clearly depicting the site location, size of the vending booth, and set up of the vending booth.
- All applicable city, county, and state licenses for vending booth operation.

Name of business: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Provide a brief description of the food, beverage or retail items to be offered for sale and attach photographs of the vending booth:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

January 12, 2016

The City Commission shall determine that the vending booth will comply with all applicable city codes. The vending booth must be located a minimum of five (5) feet from any curb or improved right-of-way and so positioned as to leave an unobstructed way for pedestrian passage on any sidewalk and shall not be positioned within five (5) feet of any crosswalk or fire hydrant, nor block any ingress or egress from a building entrance or emergency exit, nor block or displace any required parking for permanent on-site businesses.

## **Regulations**

Vending booths operating in the city shall be subject to the following regulations:

1. All applicable county and state licenses for vending booth operations and preparing and selling food items must be acquired. All applicable codes of the health department and any applicable state agencies shall be met.
2. A trash container for which the vendor is responsible must be available on or within three (3) feet of the vending booth.
3. Lighting may be used to continuously illuminate the vending booth and provide task lighting for night operations, provided it is in conformity with the city's lighting regulations.
4. Vending booth operations shall be limited to the hours between 7:00 a.m. and 10:00 p.m. daily and shall take place only at the approved location. The vending booth shall not be set up prior to 6:00 a.m. and must be removed by 11:00 p.m. of that same day.
5. All required licenses shall be conspicuously displayed on the vending booth.
6. Vending booths shall have at least one (1) operational portable fire extinguisher.
7. Vending booths shall be self contained, meaning that the vending booth is not connected or attached to an adjoining building, structure, planter or other landscaping, and does not receive power or water from adjoining buildings, structure, planter, or other sources or by means of wires, hoses, or other connections.
8. Each vending booth may be accompanied by no more than two ice chests, coolers, or other accessory containers, not larger than 94 quarts each and one chair or stool. These accessory containers must be placed on or immediately adjacent to the vending cart, and may not be allowed to impede the free flow of pedestrian or vehicular traffic or to pose a safety hazard.
9. All liquefied petroleum gas containers must be installed on the outside of the vending booth, protected from physical damage and if enclosed, vented at the lowest point of the enclosure. All liquefied petroleum gas containers must be properly secured and comply with all applicable standards.
10. Signs using lettering painted on or applied to the canopy valance of the vending booth are allowed. One additional sign no larger than six (6) sq ft. and mounted on the vending booth is allowed. No other signs, pictures or advertisements of any kind, such as stickers, flags, balloons, inflatables or lights shall be allowed.
11. The vendor shall not operate nor cause to be operated any loudspeaker system, radio, bull horn, or other device to attract attention to the vending site.
12. The vendor shall obtain a local business tax receipt from the city, the cost of which is in addition to the cost for the vending booth permit.
13. The vendor shall keep the sidewalks, parking areas and other spaces adjacent to their vending booth location clean and free of paper.
14. Sales shall be oriented to pedestrians. No vendor shall sell or attempt to sell any product or engage in any commercial transaction with the occupant of any motor vehicle.
15. Vendors shall not conduct business in a way that will restrict or interfere with the entrance or exit of a business, create a nuisance, create a hazard to pedestrians, life or property, or obstruct vehicular circulation, pedestrian circulation, or access to emergency exits.
16. Outdoor seating shall not be permitted except for a single chair or stool on which only the vendor may sit.
17. If the vending booth is a trailer, the trailer shall be unhitched from the motorized vehicle and stabilized prior to operating the vending booth.