

STREET VENDOR APPLICATION CHECK LIST

A.	Notarized Application	
B.	\$25.00 Non-Refundable Fee	Mobile/Stationary
C.	The name of your business including full legal name and trade name.	Mobile/Stationary
D.	Proof of liability insurance and automotive insurance (if operating a vehicle).	Mobile
E.	Contact information of the person responsible for management and decision making for the business.	Mobile/Stationary
F.	The name of your vehicle, cart or stand.	Mobile/Stationary
G.	License plate number and vin number of the motor vehicle to be used for vending.	Mobile
H.	A description, including dimensions, of the type of merchandise or service to be offered for sale.	Mobile/Stationary
I.	A description of the vending vehicle, cart or stand to be used.	Mobile/Stationary
J.	An 8in. x 10in. color photograph of the vehicle, cart or stand for which the license is being applied. (The Special Event and Street Vendor Licensing Office will no longer accept applications for tow-behind or trailer platform).	Mobile/Stationary
K.	The class of license being sought.	Mobile/Stationary
L.	Current copy of any lease, letter or agreement from landlord or property owner for vending on private property	If Operating on Private Property
M.	Food Menu	Food Vendor
N.	Detailed list of items requesting to be permitted to vend through license	Merchandise Vendor
O.	Operator Statement on Community Engagement demonstrating how your operation is committed to the community it serves, describing local hiring and training practices or other community contributions.	Mobile
P.	Any plan to source ingredients locally, and whether or not your commissary is located in Baltimore City.	Mobile
Q.	Operator Statement on Environmental Sustainability detailing how your operations include environmentally sustainable practices such as: using locally grown and sourced ingredients, use of alternative fuels or low-emissions vehicles, bio-based food service ware, or recycling and composting practices.	Mobile
R.	Any additional information required by the Director of the Department of Transportation for Licensing.	Mobile/Stationary
S.	Certification of having passed all State required inspections due after conditional Baltimore City Approval.	Mobile/Stationary