



## OPEN-AIR VENDOR PERMIT APPLICATION

ELECTRONIC SUBMITTAL OF **ALL** THE APPLICATION DOCUMENTS THROUGH BS&A ONLINE PORTAL:

[HTTPS://BSAONLINE.COM/CD\\_PzeProcessApplication/WizardStep?Step=1&UID=3123](https://bsaonline.com/CD_PzeProcessApplication/WizardStep?Step=1&UID=3123)

- \_\_\_\_\_ COMPLETED OPEN-AIR VENDOR PERMIT APPLICATION WITH NOTARIZED SIGNATURE
- \_\_\_\_\_ USE OF PROPERTY – PROOF OF REAL PROPERTY OWNER’S OR LESSEE’S PERMISSION
- \_\_\_\_\_ STATIONARY – A DESCRIPTION OF RESTROOM AND SALITATION ACCESS THE VENDOR AND CUSTOMERS.
- \_\_\_\_\_ ITINERANT – A DESCRIPTION OF THE APPLICANT’S PROPOSED ROUTES, AREAS OF OPERATION, AND METHOD SERVICE.
- \_\_\_\_\_ SITE PLAN WITH DIMENSIONS (SKETCH IS ACCEPTABLE) AND BOUNDARIES OF PROPERTY LINE.
- \_\_\_\_\_ IF REGULATED BY THE STATE OF FLORIDA, A COPY OF THE STATE LICENSE, AND INSURANCE.
- \_\_\_\_\_ APPLICATION/PERMIT FEE: **\$25.00** (NON-REFUNDABLE)
- \_\_\_\_\_ COPY OF COMPANY’S BUSINESS TAX RECEIPT FROM A CITY OF WINTER GARDEN PHYSICAL ADDRESS

\* BUSINESS TAX RECEIPT: IF ≥ 15 DAYS \$172.00; IF <15 DAYS \$114.66 (NO PRO-RATIONS)

\_\_\_\_\_ NON PROFIT ORGANIZATION/ BUSINESS (501/3(C) - must provide proof of Non-Profit Status\*

\*(does not guarantee exemption of application and permit fees)

## REQUIREMENTS

**PLEASE NOTE: IT SHALL BE UNLAWFUL FOR ANY OPEN AIR VENDOR TO OPERATE WITHOUT A VALID OPEN AIR VENDOR PERMIT GRANTED BY THE CITY MANAGER, AND ANY INFRACTION SHALL BE PUNISHED AS SET FORTH IN CHAPTER 2, ARTICLE II OF THE CITY CODE. (REF: ORD 09-25)**

### ALL VENDORS

#### 1. PERMIT

IF ELECTRIC IS BEING USED AN ELECTRICAL PERMIT WILL BE REQUIRED.

#### 2. HOURS OF OPERATION

Can NOT conduct business before **9:00 a.m.** and after **9:00 p.m.** and on **Sundays** at any time.  
(Seasonal Vendors Only - permitted on Sundays)

### FOOD VENDORS

#### 1. ZONING

LOCATIONS MUST BE ZONE C-2 ARTERIAL COMMERCIAL OR ALONG THE FRONTAGE OF DILLARD STREET BETWEEN THE INTERSECTIONS OF STORY ROAD AND FLORIDA STATE ROAD 50.

#### 2. PERMIT

PERMIT SHALL BE EFFECTIVE FOR A PERIOD OF **Six (6)** MONTHS FROM THE DATE OF ISSUANCE.  
NO MOBILE FOOD VENDOR SHALL SIMULTANEOUSLY CONDUCT BUSINESS OPERATIONS WITHIN 1,000 FEET OF ANOTHER OPEN AIR VENDOR.

#### 3. MOBILE

MOBILE FOOD VENDORS MAY SERVICE ACTIVE CONSTRUCTION AREAS IN RESIDENTIAL DEVELOPMENTS IF PERMITTED.

### SEASONAL VENDORS

#### 1. ZONING

LOCATIONS MUST BE ZONED:

- (A) C-2 ARTERIAL COMMERCIAL
- (B) I-1 LIGHT INDUSTRIAL AND WAREHOUSING DISTRICT
- (C) I-2 GENERAL INDUSTRIAL DISTRICT

#### 2. PERMIT

PERMIT SHALL BE VALID FOR ONLY **THIRTY (30)** DAYS FROM DATE OF ISSUANCE.  
A SEASONAL VENDOR MAY ONLY RECEIVE A MAXIMUM OF **THREE (3)** SEASONAL VENDING PERMITS WITHIN A **TWELVE (12)** MONTH PERIOD.  
NO MORE THAN **THREE (3)** SEASONAL VENDING PERMITS MAY BE ISSUED FOR A SINGLE PARCEL WITHIN A **TWELVE (12)** MONTH PERIOD.



## OPEN-AIR VENDOR PERMIT APPLICATION

**VENDOR TYPE:**     GOODS, MERCHANDISE, WARES     FOOD

**APPLICANT NAME:** \_\_\_\_\_

D/B/A NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ BUSINESS FACSMILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAILING ADDRESS  
(IF DIFFERENT FROM ABOVE): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

FEIN: \_\_\_\_\_ ES

LOCATION VENDOR WILL USE: \_\_\_\_\_

(MAP MUST BE ATTACHED)

IS ELECTRIC BEING USED:  YES  NO    Electrical Permit #: \_\_\_\_\_

DESCRIPTION OF GOODS, MERCHANDISE, WARES: \_\_\_\_\_

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

**DAYS AND HOURS OF SALE (SEASONAL VENDORS ONLY – PERMITTED ON SUNDAY):**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>						

**CONTACT PERSON:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELLULAR: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELLULAR: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I, \_\_\_\_\_, CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. IF ANY INFORMATION IS FOUND TO BE FALSE OR MISREPRESENTED, SUCH FACT MAY BE JUST CAUSE FOR IMMEDIATE REVOCATION OF ANY PERMIT ISSUED TO ME. IT IS FURTHER UNDERSTOOD THAT THIS PERMIT IS FOR THE PRIVILEGE OF ENGAGING IN THE BUSINESS PROFESSION OR OCCUPATION SHOWN AND ONLY AT THE LOCATION SHOWN HEREIN AND THAT I WILL COMPLY WITH THE CODE OF THE CITY OF WINTER GARDEN. FAILURE TO CORRECT CONDITIONS ON THE PREMISES THAT ARE IN VIOLATION OF THE CITY CODE WILL RESULT IN REVOCATION OF SAID PERMIT. I UNDERSTAND THAT CONDUCTING BUSINESS WITHOUT A PERMIT SHALL BE PUNISHED AS SET FORTH IN CHAPTER 2, ARTICLE II OF THE CITY CODE.

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY \_\_\_\_\_, WHO DID NOT TAKE AN OATH.

- PERSONALLY KNOWN OR;
- PRODUCED IDENTIFICATION / TYPE OF ID PRODUCED \_\_\_\_\_

Notary Seal

\_\_\_\_\_  
 SIGNATURE OF NOTARY

NOTE: ANY PERMITTEE WHOSE OPEN AIR VENDOR PERMIT IS SUSPENDED OR REVOKED, OR ANY APPLICANT WHOSE APPLICATION FOR AN OPEN AIR VENDOR PERMIT IS DENIED PURSUANT TO CITY CODE SHALL RECEIVE A STATEMENT, IN WRITING, OUTLINING THE REASONS FOR SUCH SUSPENSION, REVOCATION, OR DENIAL OF THE PERMIT. AN APPLICANT MAY APPEAL SUCH SUSPENSION, REVOCATION OR DENIAL OF THE PERMIT TO THE CITY COMMISSION BY FILING A WRITTEN REQUEST FOR APPEAL WITH THE CITY CLERK, ACCOMPANIED BY THE ADMINISTRATIVE APPELLATE FEE AS PERIODICALLY DETERMINED BY THE CLERK'S OFFICE, WITHIN TEN (10) DAYS AFTER THE DATE OF THE WRITTEN SUSPENSION, REVOCATION OR DENIAL. APPEALS FROM DECISIONS OF THE CITY MANAGER'S OFFICE, INCLUDING DECISIONS OF REVOCATION OR SUSPENSION, MADE PURSUANT TO THIS ARTICLE SHALL BE ADDRESSED BY THE CITY COMMISSION. WHEN TIMELY FILED, AN APPEAL SHALL BE HEARD AT THE NEXT REGULARLY SCHEDULED CITY COMMISSION MEETING, WHICH MEETING IS SCHEDULED AT LEAST FOURTEEN (14) DAYS AFTER THE FILING OF SUCH APPEAL. APPEALS FROM THE DECISIONS OF THE CITY COMMISSION SHALL BE AS PROVIDED IN STATE STATUTE 9832 OF THIS CODE.

For Office Use Only			
TECHNICIAN INITIALS	<input style="width: 100%;" type="text"/>	DATE RECEIVED	<input style="width: 100%;" type="text"/>
		<input type="checkbox"/> FEES PAID	<input style="width: 100%;" type="text"/>
			<input type="checkbox"/> Planning & Zoning
DATA CLERK INITIALS	<input style="width: 100%;" type="text"/>	DATE SCANNED	<input style="width: 100%;" type="text"/>
			<input type="checkbox"/> Building Department
P & Z APPROVAL	<input style="width: 100%;" type="text"/>	DATE APPROVED	<input style="width: 100%;" type="text"/>
CITY MANAGER/DESIGNEE	<input style="width: 100%;" type="text"/>	Date	<input style="width: 100%;" type="text"/>
			<input type="checkbox"/> YES <input type="checkbox"/> NO
CONDITIONS	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		