

REAL ESTATE SERVICES

Sidewalk Vending Cart

Application Packet



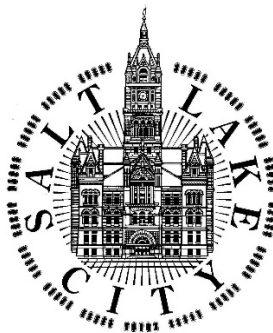
Salt Lake City Corporation
Real Estate Services
Department of Community and Neighborhoods

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Salt Lake City Sidewalk Vending Cart Quick Facts

Thank you for your interest in the Sidewalk Vending Cart program in Salt Lake City. This information packet is intended to provide a basic overview of the Sidewalk Vending Cart application process. Our hope is that in just 5 easy steps you can obtain a Revocable Land Use Permit from Real Estate Services. Potential Vendors should also read and familiarize themselves with the Vending Cart Ordinance to ensure a clear understanding of their responsibilities as Vendors. Please refer to the Guidelines for Vendors section (Page 4) included in this packet for a step by step guide.

Permits and Licenses:

Prior to operating a sidewalk vending cart on Public Property in Salt Lake City, you will need the following different licenses and permits. ***If you do not offer prepared foods you may not need a permit from the Salt Lake Valley Health Department*** the required permits are:

1. **Salt Lake Valley Health Department issues Permit:** The Health Department issues *Food Cart and a Food Handler's Permit* to Vendor's intending to sell food to the public. ***In cases where food will not be sold from vending cart Health Department requirements may not be applicable*** Health Department (385) 468-3845
2. **Salt Lake City Business Licensing Department issues Business License:** The Business Licensing Department issues a *Business License* to the Vendor. Any entity conducting business within Salt Lake City is required to maintain a valid Business License. Business Licenses are different from the Sidewalk Vending Revocable Land Use Permit issued by Real Estate Services and the Food Cart Permit issued by the Health Department. Business License (801) 535-6644
3. **Salt Lake City Real Estate Services issues a Revocable Land Use Permit:** Real Estate Services issues a *Sidewalk Vending Revocable Land Use Permit* authorizing the cart Vendors to conduct private business on public property. Note: Use of private property by sidewalk vendors shall be arranged with the real property owner and Salt Lake City Business Licensing. Real Estate Services (385) 775-8977

If you have any questions during the process of applying for a Sidewalk Vending Cart please feel free to contact Real Estate Services at (385) 775-8977. We look forward to working with you!



Salt Lake City Process for Vendors

To apply for a Sidewalk Vending Cart complete the following 5 steps:

* Proposed days are estimates only and may be subject to change*

<p><u>Step 1:</u> Real Estate Services</p> <p>*10 Days*</p>	<p>Selecting a good site that meets all criteria is the most important step to ensuring your process will proceed quickly and smoothly. Vendors should submit the following forms to Real Estate Services:</p> <ul style="list-style-type: none"> ✓ <u>Application Form</u> ✓ <u>\$34 Application Fee</u> ✓ <u>Detailed Site plan</u> ✓ <u>Salt Lake City Restroom Agreement</u> ✓ <u>Detailed Cart Dimensions</u> <p>Once you have selected your preferred site and ensured that it meets all of the location restrictions submitted it to Real Estate Services, it will be forwarded to the City's Department of Transportation for review. If the proposed site is approved you will be notified and will be issued a <i>Memorandum of Conditional Site Approval</i> from Real Estate Services indicating your specific site has been conditionally approved.</p>
<p><u>Step 2:</u> Health Department</p> <p>*30 Days*</p>	<p>With the <i>Memorandum of Conditional Site Approval</i> by Real Estate Services, Vendors can apply for a Food Cart Permit from the Health Department. Please contact the Health Department at (385) 468-3845 for Health Certificate and Vending Cart approval and for current fees and charges. The Health Department application may include:</p> <ul style="list-style-type: none"> ✓ <u>Memorandum of Conditional Site Approval from Real Estate Services</u> ✓ <u>Salt Lake Valley Health Department Restroom Agreement</u> ✓ <u>Food Handler Card</u> ✓ <u>Salt Lake Valley Commissary Agreement</u> ✓ <u>Waste Water Plan</u> ✓ <u>Hours of Operation</u> ✓ <u>Cart Inspection</u>
<p><u>Step 3:</u> Business Licensing</p> <p>*30 Days*</p>	<p>With the <i>Memorandum of Conditional Site Approval</i> by Real Estate Services and the Health Department Food Cart Permit, Vendors can now apply for a Business License from the Business Licensing Department. Contact Business Licensing at: 801-535-6644 for further information. The Vendor will be required to provide the following:</p> <ul style="list-style-type: none"> ✓ <u>Business License Application</u> ✓ <u>Evidence the Vendor is registered with the State's Division of Commerce</u> ✓ <u>Copy of the Health Department Food Cart Permit</u> ✓ <u>Copy of the Memorandum of Conditional Site Approval</u> ✓ <u>Salt Lake City Sidewalk Vending Cart Restroom Agreement</u> ✓ <u>Evidence of application for a Certificate of Insurance</u>

	<p>Prior to issuing a business license for a vending cart, Business Licensing shall provide written notice to the surrounding property owners and licensed businesses of the intent to grant a business license to the Vendor.</p> <p>The notice shall provide a twenty one (21) day comment period. The business licensing administrator shall, within seven (7) days of the expiration of the comment period, either issue the license or refer the application to the building services and licensing director and/or community and economic development director who shall determine within seven (7) days to either issue or deny the application. Business Licensing will also order a Police Background check on the Vendor and request that the Fire Department inspect the cart. The fire inspector will contact the Vendor to arrange an inspection.</p>
<p>Step 4: Real Estate Services *5 Days*</p>	<p>Submit all required documents to Real Estate Services for final approval:</p> <ul style="list-style-type: none"> ✓ Cart Photos ✓ Salt Lake Valley Health Department Restroom Agreement (Copy) ✓ Salt Lake Valley Health Department Commissary Agreement (Copy) ✓ Salt Lake Valley Health Department Approved Cart Certificate (Copy) ✓ Salt Lake City Clean up Acknowledgement ✓ Insurance Certificate ✓ Business License (Copy)
<p>Step 5: Issuance of Permit *5 Days*</p>	<p>After City staff has reviewed and approved all required documents, Real Estate Services will collect all required signatures for the Revocable Vending Cart Permit.</p> <ul style="list-style-type: none"> ✓ \$350 Revocable Land Use Permit fee ✓ Real Estate Services will issue you a copy of the fully executed Revocable Land Use Permit ✓



Salt Lake City Sidewalk Vending Cart Questions and Answers

What do I need to research before operating a vending cart in Salt Lake City?

- Sidewalk Vending Revocable Land Use Permit
- Food Handler Permit and Food Cart Permit (if offering food)
- Business License
- Complete all licenses, agreements and applications on the checklist included in this packet

What can be sold?

Vendors may only sell food, beverages, inflated balloons, flowers, and news publications

What are the hours I can operate?

Vendors may operate from six o'clock (6:00) A.M. to midnight (12:00) A.M. except for the day of Days of '47 Parade. Vending cart hours of operation are also limited to the hours during which the Vendor has access to a restroom pursuant to a signed restroom agreement.

How long do I have to complete my Vending Cart Application?

Once Vendors submit a Sidewalk Vending Cart Application to Real Estate Services the site will be reserved for Ninety (90) days. The Vendor must complete the application process prior to the expiration of the Ninety (90) day period. Expired sites will be made available to other interested Vendors upon Salt Lake City's determination the Ninety (90) days has expired and the Vendor's failure to complete the application process was not due to delay by Salt Lake City.

Where can I get a state sale tax number?

To obtain a state sale tax number, please call Taxpayer Services Division at:
801-297-2200

When does my Permit expire?

Permits are issued by calendar year and expire at midnight December 31st of the year issued. You are required to renew your permit before December 31 each year if you plan to operate your cart in the following year.

What are some of the Restroom Agreement Requirements?

Vending cart can only operate during the hours that the restroom facility is open. The restroom facility must be within five hundred feet (500') of vending cart. The grantor of the restroom agreement must have authority to grant such access to the vending cart operator its employees and designees the right to utilize the toilet and hand washing facilities listed in the agreement.

What are some of the Commissary Requirements?

- Vending carts shall only be kept at a commissary approved by the health department for the purpose of cleaning, stocking and food prep
- Vending carts cannot be kept at a personal residence or other location not approved by the health department

Where are the vending locations?

- Vending may take place in the expanded central business district, secondary business district, Sugar House business district, and city parks
- No more than one vending cart permit shall be issued for each 330' foot block frontage on Main Street between South Temple and 400 South. Other blocks one permit shall be issued per block face except that if the block face exceeds 660' foot one permit shall be issued for each additional 660' foot of block frontage

How do I renew my Revocable Permit?

- You must resubmit a new application packet each year you renew your revocable permit. All required documents, licenses and permits are required and Real Estate Services will verify everything to make sure it's current.

What if I let my Revocable Permit expire?

- The site location will be made available to other interested Vendors if you allow your permit to expire.
- Salt Lake City may send a renewal notice notification prior to the expiration date however, vending cart operators are required to insure their permit is current each year even if such notification is not provided.

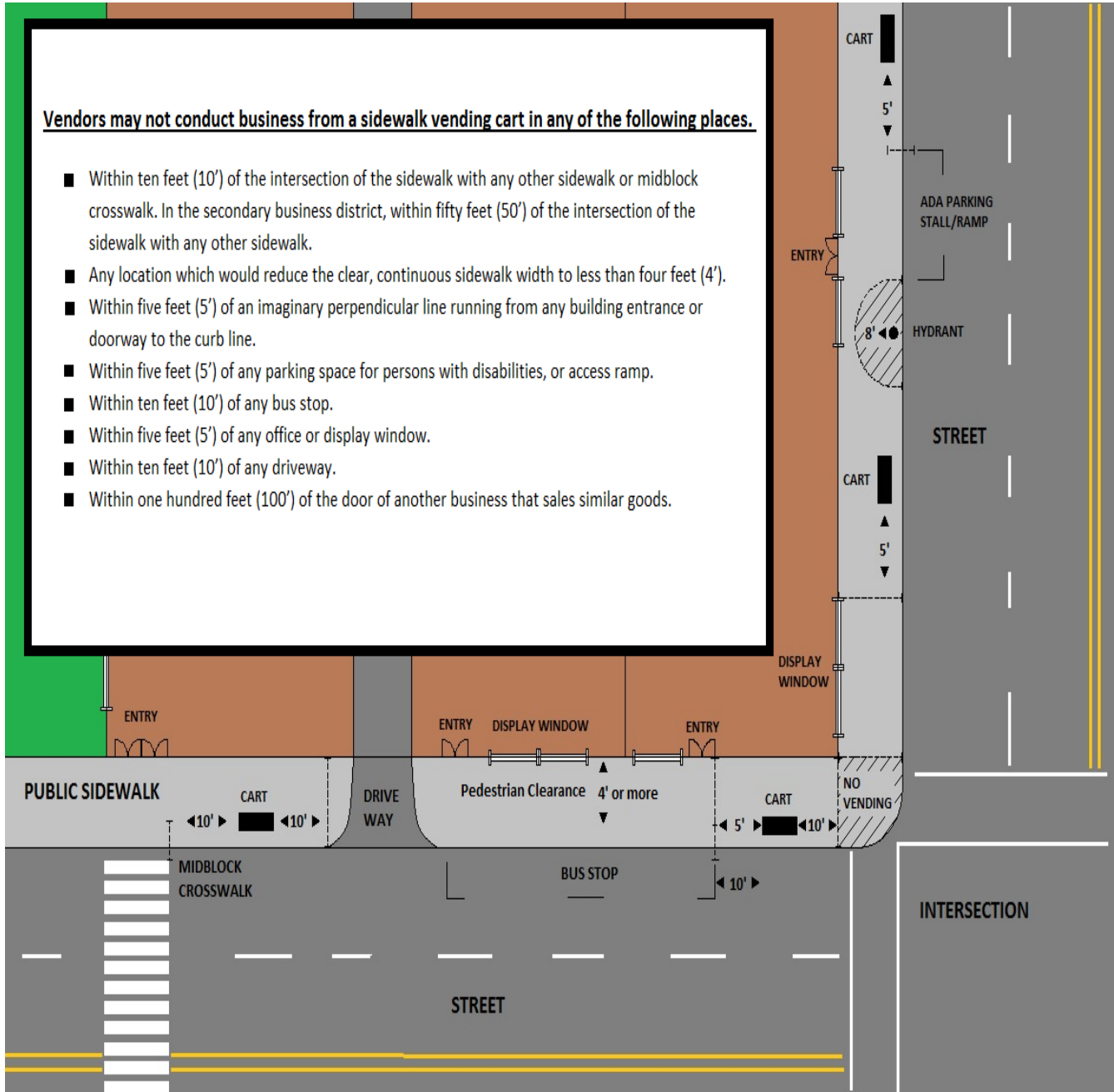
Are Revocable Permit Site Locations transferable?

- No. Site locations are non-transferable. You cannot trade site locations without successfully completing the application process for the new site location. You also cannot transfer ownership or control of your existing site location to anyone else.



SLC Site Requirements for Vending Carts

Vendors who wish to operate on the public sidewalk must be compatible with the free flow of pedestrian and other traffic and with public safety. In making such determination, the city transportation engineer shall consider the width of sidewalk, the presence of bus stops, truck loading zones, taxi stands or hotel zones, the proximity of entrances to nearby business establishments, and the proximity and location of existing street furniture, including, but not limited to, signposts, lampposts, fire hydrants, parking meters, bus shelters, benches, phone booths, street trees and newsstands. Real Estate Services may modify an approved permit operating location at any time a change is deemed necessary to ensure safe and reasonable operating conditions for all users of the public right of way.



Detailed cart dimensions, drawings and design

Real Estate Services and the Transportation Department will review the sidewalk vending application to assure the proposed design will enhance the pedestrian environment in the zones described in this application.

Review will be based on the following design guidelines:

- A. The location occupied by the mobile device or pushcart, together with the operator and any trash receptacle, cooler or chair, shall not exceed thirty four (34) square feet of sidewalk space.
- B. The mobile device or pushcart shall not exceed three feet (3') in width and eight feet (8') in length including the hitch.
- C. The height of the mobile device or pushcart, excluding canopies, or umbrellas, shall not exceed five feet (5').
- D. Umbrellas or canopies shall be a minimum of seven feet (7') above the sidewalk if they extend beyond the edge of the cart.
- E. Umbrellas or canopies shall not exceed thirty four (34) square feet in area.
- F. The mobile device or pushcart shall be on wheels and of sufficiently lightweight construction that it can be moved from place to place by one adult person without any auxiliary power. The device or cart shall not be motorized so as to move on its own power. Carts shall not be pushed into place with the assistance of a motor vehicle. Motor vehicles are prohibited from driving on public sidewalks as a means to place a vending cart.
- G. Vendor shall be limited to three (3) coolers (stacked), one beverage container, one trash receptacle and one chair external to the cart. Coolers shall not exceed 3.75 square feet each in size.
- H. Enclosures and canopy extensions are prohibited.



SLC Sidewalk Vending Cart Revocable Land Use Permit Checklist

1. Submit the following to Salt Lake City Real Estate Services:

✓	Completed Application form	Page 11 of Application Packet.
	\$34 Application Fee	Fees shall be made payable to Salt Lake City Corporation
	Detailed Site Plan	Basic site plan of proposed location (Refer to page 8 for details)
	Detailed Cart Dimensions	Basic cart dimensions (Refer to page 9 for details)

2. Upon receipt of Memorandum of Conditional Site Approval you may now apply for a Food Cart Permit from Salt Lake Valley Health Department (SLVHD). The Health Department application may include:

✓	Memo of Conditional Site Approval	Issued from Real Estate Services (Provide Copy)
	SLVHD Restroom Agreement	Page 13 of Application Packet
	SLVHD Commissary Agreement	Page 14 of Application Packet
	Waste Water Plan	Salt Lake Valley Health Department
	Food Handler Card	Salt Lake Valley Health Department
	Hours of Operation	Salt Lake Valley Health Department
	Cart Inspection	Salt Lake Valley Health Department

3. Upon receipt of Food Cart Permit you may now apply for a business license from Salt Lake City Business Licensing. The following will be required:

✓	Memorandum of Conditional Site Approval	Issued from Real Estate Services (Provide Copy)
	Detailed Site Plan	Basic site plan of proposed location (Refer to page 8 for details)
	Detailed Cart Dimensions	Basic cart dimensions (Refer to page 9 for details)
	Business License Application	For questions call business licensing at 801-535-6644
	State's Division of Commerce	Proof you are registered with Division of Commerce
	Health Department Food Cart Permit	Provide copy
	Fire Marshal Inspection	Business Licensing will request. The Fire Department will contact the Vendor to arrange an inspection.
	Background Check	Business Licensing will order a Police Background check
	SLC Restroom Agreement	Page 12 of Application Packet

4. Submit to Real Estate Services:

✓	Cart Photos	Provide copy
	SLC Restroom Agreement	Page 12 of Application Packet
	SLVHD Restroom Agreement	Page 13 of Application Packet
	SLVHD Commissary Agreement	Page 14 of Application Packet
	SLVHD Approved Cart Certificate	Provide copy
	SLC Cleanup Agreement	Page 15 of Application Packet
	Insurance Certificate	(Refer to page 17 for details)
	Business License	Provide copy

5. Issuance of Permit:

✓	\$350 Revocable Land Use Permit Fee	Fees shall be made payable to Salt Lake City Corporation
	Revocable Land Use Permit	Issued from Real Estate Services

SLC Sidewalk Vending Cart Revocable Land Use Permit Application

Application is hereby made for a revocable permit to operate a Sidewalk Vending Cart in accordance with Chapter 5.65 of the Salt Lake City Code.

Business Name: _____

Include any former names or Alias's used in the past 10 years

Cart Owner: _____ **E-mail:** _____

Owner Address: _____ **Phone:** _____

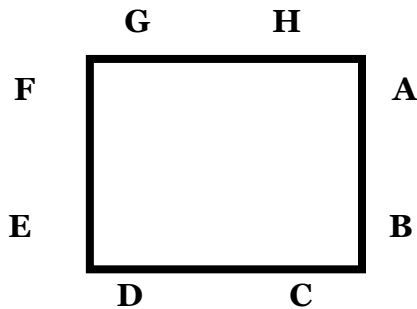
City: _____ **State:** _____ **Zip:** _____

State Sales Tax Number: _____ **Products to be sold:** _____

Requested Locations: Please choose two locations from either the Expanded and Secondary Central Business District or Sugar House area maps provided to you.

1st Choice: Block # _____ Block Face _____

2nd Choice: Block # _____ Block Face _____



The undersigned permit applicant shall hold Salt Lake City, its officers, elected officials, employees and the adjacent property owner harmless from any and all liability and shall indemnify from any claims for damage to property or injury to persons including appeals there from, arising from and activity carried on as a result of granting of this permit. I acknowledge I have read and understand the requirements describe in this Application Packet as well as in Ordinance 5.65 of the Salt Lake City Code.

Applicant Name (Print) _____

Applicant Signature _____ **Date:** _____

SLC Sidewalk Vending Cart Restroom Agreement

Restroom Agreement for: _____

(Business Name)

I, _____ in accordance with Salt Lake City's Vending Cart Ordinance 5.65

(Cart Owner)

certify that I have entered into a restroom agreement with _____

(Establishment Name)

located at _____, have the approval from _____,

(Address)

(Establishment Owner or Authorized Agent)

_____ wherein he/ she, having authority to grant such access, has granted me,

(Title)

my employees and designees the right to utilize the toilet and hand washing facilities at the address mentioned

above and in accordance with the Salt Lake Valley Health Department requirements. Attached and incorporated

herein is a copy of the Salt Lake Valley Health Department restroom agreement for a restroom that is accessible

to me, my employees and designees during the hours that my food service cart is in operations.

_____ Business hours are from _____ am/pm to _____

(Establishment Name)

am/pm, therefore, **I understand and acknowledge my vending cart operations will only be**

permitted to operate during the hours that the restroom facility is open. I also certify the restroom

facility at the address listed above is within five hundred feet (500' feet) of my vending cart site. I understand this

agreement is valid only for the year in which the revocable land use permit is issued and will be submitted

annually. In the event the designated restroom facility is no longer available for any reason I acknowledge that it

is my sole responsibility to secure another restroom facility and notify Salt Lake City Real Estate Services of

said change.

I acknowledge and understand that in the event the above provisions are not satisfied my permit may be revoked and or terminated.

Cart Owner Signature: _____ **Date:** _____

Establishment Owner or Authorized Agent Signature: _____ Title: _____

Establishment Hours: from _____ am/pm to _____ am/pm

Establishment Days: Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday ___

This area for City Staff Use – Do not complete

Salt Lake City Certification by: _____ Date: _____

Restroom Establishment Name: _____

Address: _____ Phone: _____



RESTROOM AGREEMENT



Bureau of Food Protection
788 E. Woodoak Lane
Murray, UT 84107

Food Cart or Shaved Ice Stand Information

Food Establishment Business Name _____ Operating Address _____

Food Establishment Owner (print) _____ Home Phone / Cell Phone _____

Food Establishment Mailing Address _____ City _____ Zip _____ Business Phone # _____

I agree to utilize the restroom facility listed below for all restroom needs. I further agree to wash my hands in the restroom after using the restroom, and to wash my hands a second time at the food facility when returning from the restroom. I understand that the restroom must be accessible during all hours of food service operations. I will immediately report any change in contracted restroom location to the Bureau of Food Protection.

Signed _____
Food Establishment Owner _____ Date _____

The portion below is to be filled out by the restroom establishment owner/manager only

Restroom Information

Restroom Establishment Name _____ Establishment Owner/Manager (print) _____

Restroom Address _____ City _____ Zip _____ Contact Phone # _____

Restroom Hours: from _____ am / pm to _____ am / pm

Days: Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday ___

I agree to provide restroom facilities for employees of the above business during the listed hours.

Signed _____
Owner/Manager of Establishment _____ Date _____

EHS Verification: _____ Date: _____



COMMISSARY AGREEMENT

Bureau of Food Protection
788 E. Woodcock Lane
Murray, UT 84107

THIS FORM MUST BE KEPT AT YOUR VENDING LOCATION AT ALL TIMES

Establishment Information		<input type="checkbox"/> Permanent Vending Location	<input type="checkbox"/> Vending Route	<input type="checkbox"/> Events
Business Name _____	Operating Address _____			
Business Owner (print) _____	Home Phone / Cell Phone _____			
Home Address _____	City _____	Zip _____	Business Phone # _____	

Commissary Information		(To be completed by commissary owner or manager)		
Commissary Name _____	Commissary Owner (print) _____			
Commissary Address _____	City _____	Zip _____	Commissary Owner Phone # _____	
Commissary agrees to provide the following commissary services and space for the above establishment:				
Check Yes or No	Services Provided	Hours Available	check yes or no	Services Provided
<input type="checkbox"/> Yes <input type="checkbox"/> No	Food Cooking Facilities		<input type="checkbox"/> Yes <input type="checkbox"/> No	Commercial Refrigeration
<input type="checkbox"/> Yes <input type="checkbox"/> No	Food Preparation Tables		<input type="checkbox"/> Yes <input type="checkbox"/> No	Disposal of Waste Water
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dish Washing Facilities		<input type="checkbox"/> Yes <input type="checkbox"/> No	Overnight Parking
<input type="checkbox"/> Yes <input type="checkbox"/> No	Cart/Truck Cleaning Facilities	NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	Storage of Food and Supplies
<input type="checkbox"/> Yes <input type="checkbox"/> No	Supply Potable Water	NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supply Culinary Ice
<input type="checkbox"/> Yes <input type="checkbox"/> No	Supply Food Products	NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	Garbage Dumpster Access
Days of the week that commissary is available: _____				
Commissary Owner/Manager Approval _____			Date _____	

I agree to report to the commissary facility listed above as required by SLVHD Health Regulation #5 for food preparation, food storage, supplies, cleaning and service operations. I understand that failure to use the commissary on each day of operation and failure to immediately report any change in commissary arrangements to the Bureau of Food Protection may result in permit suspension. I understand that providing false or inaccurate information on this form may result in my permit being denied, suspended, or revoked.

Signed _____
Business Owner _____ Date _____

Approved by EHS _____ Sign _____ Print _____ Date _____

Salt Lake City Clean-up Acknowledgement

Clean-up Acknowledgement for: _____
(Business Name)

I, _____
(Cart Owner) in accordance with Salt Lake City ordinance 5.65.170 agree to pick up any paper, cardboard, wood or plastic containers, wrappers, or any litter in any form which is deposited by any person within a fifty foot (50') radius of my vending cart location; and clean up all residue from any liquids spilled upon the sidewalk within said fifty foot (50') radius. It shall also be my sole responsibility to carry a suitable container for the placement of such litter by customers or other persons. I will not deposit any of the collected litter in either private or public trash containers adjacent to my vending location and will take them offsite and properly dispose of them.

In the event the product(s) sold at my cart involve the cooking of food which will result in suspended grease or oil particles that end up as deposits on the immediate sidewalks or adjacent walls it shall be my sole responsibility and expense to wash the assigned location regularly and at a minimum twice monthly or as directed by Salt Lake City. In depth washing shall be limited during the months of December 1 through March 31, in accordance with the standards set forth and approved by the department of public utilities. My cleaning method must use a solution which dissolves the grease, and contains the wastewater while the cleaning process takes place so that the cleaning water or solution is not allowed to drain into the street or storm drain. Extraction of the gray water and solutions shall be with either a mop or wet/dry vacuum and removed off site and disposed of in an approved commissary.

I acknowledge and understand that in the event the above provisions are not satisfied my permit may be revoked and or terminated.

Signed: _____ Date: _____
(Cart Owner)

Salt Lake City Certification by: _____ Date: _____

Please explain how you plan on performing the necessary cleaning on the Vendor Written Cleaning Plan (pg 16)

Vendor Written Cleaning Plan

Business Name: _____ **Date:** _____

Cart Owner Name: _____ **Signature:** _____



Salt Lake City Sidewalk Vending Cart Certificate of Insurance Requirements

This information will assist you and your insurance agent in complying with City insurance requirements for Sidewalk Vending (Revocable Land Use) permits.

FAILURE TO PROVIDE INSURANCE IN COMPLIANCE WITH THESE REQUIREMENTS ARE A DEFAULT IN THE PROVISIONS OF YOUR AGREEMENT OR CONTRACT WITH THE CITY AND WILL BE TREATED ACCORDINGLY. IT IS YOUR RESPONSIBILITY TO PROVIDE A COPY OF THIS INSTRUCTION SHEET TO YOUR INSURANCE AGENT.

Salt Lake City requires:

Commercial General Liability Insurance. The policy shall protect the Salt Lake City Corporation, the Permit holder, and any subcontractor from claims for damages for personal injury, including accidental death, and from claims for property damage that may arise from the Permit holder's operations under the Agreement or Contract, whether performed by Permit holder itself, any subcontractor, or anyone directly or indirectly employed by either of them.

1. **All Certificates of Insurance shall:**

- (a) Be original
- (b) Have an original or laser generated signature
- (c) Name Salt Lake City Corporation as an additional insured and certificate holder as follows:

**Salt Lake City Corporation
Real Estate Services
451 South State Street
P.O. Box 145460
Salt Lake City, UT 84114-5460**

- (d) Minimum insured amounts of \$2,000,000 general aggregate and \$1,000,000 per occurrence

- (e) All required certificates and policies shall provide that coverage there under shall not be canceled or modified without providing thirty (30) written notice to the City in a manner approved by the City Attorney's office.

2. **Endorsement Page:** The issuing insurance company shall provide to the City, a certificate of insurance **and** an original endorsement page. This endorsement page shall:

- (a) Reference the policy number to match the certificate of insurance.
- (b) Show Salt Lake City Corporation as an additional insured

3. **Insurance Companies:** All policies of insurance provided shall be issued by insurance companies licensed to do business in the State of Utah and shall be either:

- (a) Rated with an A- or better rating in the most current edition of **A.M. Best's Key Rating Guide Property-Casualty United States.**

OR

- (b) Listed in the Federal Register, "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds";

ACORD forms are not mandatory as long as the above requirements are in a format acceptable to the City Attorney's Office.