

Effective 6-1-15

Special Events & Street Vending Licensing Office

Application Process:

The application process can be understood as being comprised of 3 main steps:1) Health, 2) City Vending and 3) State Licensing. The below spells out the order and the relevant requirements. The order is important because the sequence is such that step 1 is a required item for step 2 to be completed and so on.

1. *IF*, the applicant is vending food a Health Department Food Permit is required.
2. If the applicant is not selling food or after he/she has obtained a Health Department Food Permit, the applicant must obtain a City of Baltimore Street Vendor's License.
3. After a Baltimore City Street Vendor's License has been obtained, a State Foot Peddler's or State Mobile Peddler's License must be obtained after providing proof of City Street Vendor's License.

Further Detail on Application Steps

Step	Location	Action
#1	Baltimore City Health Department 1001 E. Fayette Street, Baltimore, MD 21202	Apply for Food Permit if selling food.
#1a.	Baltimore City Health Department 1001 E. Fayette Street, Baltimore, MD 21202	Schedule inspection with Health Department, make adjustments based on inspection results or pass inspection and receive Food Permit
#2	Office of Special Events & Street Vendor Licensing 200 N. Holliday Street, 1 st floor Counter 4 Baltimore, MD 21202	Present notarized application, food permit (if required), \$25 application fee, photos of vending unit, photos and description of desired vending location.
#2a.	Office of Special Events & Street Vendor Licensing 200 N. Holliday Street, 1 st floor Counter 4 Baltimore, MD 21202	Schedule inspection with office inspector to ensure compliance with location, size, design and operating standards which are outlined in rules and regulations. Make adjustments based on inspection results—pass or fail inspection.
#2b.	Office of Special Events & Street Vendor Licensing 200 N. Holliday Street, 1 st floor Counter 4 Baltimore, MD 21202	Applicant is notified of inspection results, returns to office and submits full payment for license. They receive the City Street Vendor's License which enables them to apply for State Peddler's License.
3	State License Department	Applicants meeting criteria apply for and receive State Motor Truck Peddler's License or State Foot Peddler's License.

City Requirements

Applicants applying at the City for the Street Vendor's License must provide the notarized application, photo of the vending unit, location description, license plate & VIN number of vehicle, and copy of the health department permit if selling food. The \$25 application fee must accompany the submission. Office staff uses a detailed checklist to ensure the completeness of applications. Licenses are issued for the year and no temporary or 1-day licenses are issued. Licenses are not issued for snowball stands and vending inside or alongside a home is not permitted under the City Street Vendor's License. Licenses are for the use of mobile (vehicle) or stationary vending (carts/tables) only. (Applicants are informed that the process can take up to 30 days.)

Applicants for the Street Vendor's License will be notified of their application's pass/fail status via email/letter. If the application is approved, or denied, a letter will be issued to the applicant. The applicant is informed directly by the Office of Special Events and Street Vendor Licensing that they are responsible for seeking either a Foot Peddler's license of \$202.00, or a Mobile Peddler's license of \$502.00.

Payment & Issuing of City Licenses:

The city licensing fees are as follows:

Food Vendor - \$375 (Downtown Area-Mobile & Stationary), \$75 (Outside Downtown Area-Stationary) Merchandise Vendor - \$75 (Outside & Downtown Area)