



APPLICATION PROCESS FOR A SIDEWALK VENDOR

Today's Date _____
Date Business License Issued (OFFICE USE ONLY) _____
Date Franchise Certificate Issued (OFFICE USE ONLY) _____

A sidewalk vendor requires (1) a City of Columbia Business and Professional License and (2) a Certificate of Sidewalk Vending Franchise before he or she may operate. The business license regulates how a sidewalk vendor will operate. The franchise, approved by City Council, evaluates the specific location of the sidewalk vendor within City right-of-way.

IMPORTANT! An application for franchise requires a public hearing and two readings of an ordinance by City Council. A SIDEWALK VENDOR SHOULD EXPECT THAT THE PROCESS OUTLINED BELOW MIGHT TAKE AS LONG AS TWO MONTHS TO COMPLETE!

- MAKE APPLICATION FOR BUSINESS LICENSE.** Vendors must make an application for business license at the Business License Division. The fee for a business license, payable at the time of application, is based upon projected gross income.
- MAKE APPLICATION FOR FRANCHISE AGREEMENT.** At the same time, vendors must make an application for franchise at the Business License Division. Submit two copies of this application to the Business License Division plus a \$300 franchise fee. Each application must include the following items (see §11-255 of the Columbia City Code for a complete description of application requirements):
 - Contact information for applicant and owner.
 - Description of type of food, beverage, and/or merchandise to be sold.
 - Proposed location of vending cart.
 - Description and photograph or drawing of vending cart.
 - Location and description of off-street storage facility.
 - Method and route for transporting vending cart to and from proposed location and storage facility.
 - Description and extent of outside ownership interests (e.g. partners, stockholders).
 - Additional information determined by vendor to demonstrate financial ability to perform conditions of franchise.
- DETERMINE APPLICATIONS COMPLETE.** The Business License Division will evaluate each application and determine whether or not each is complete. Applications will not be forwarded for additional review until all required items are provided.
- ROUTE APPLICATIONS TO DEVELOPMENT SERVICES DIVISION** for review of the following items:
 - Vending District?** Sidewalk vendors are only permitted within vending districts established by resolution of City Council.
 - Permitted Merchandise?** Sidewalk vendors may only sell goods approved for each vending district as established by resolution of City Council.

PROCESS CONTINUED ON BACK

Distancing Requirements?

- Cannot obstruct pedestrian traffic. Must provide 4 feet clear passageway for pedestrians at all times.
- Cannot obstruct sight clearance at intersections.
- Cannot be within 50 feet of principal public entrance to food service business not owned by vendor.
- Cannot be within 10 feet of an entrance to any building.
- Cannot be within 50 feet of driveway to police or fire station.
- Cannot be within 25 feet of any other driveway.
- Cannot be within 25 feet of any bus stop sign.

Applications for franchise that fail the vending district and permitted merchandise criteria may be approved provided City Council amends the resolution that establishes the vending districts and the list of permitted merchandise.

Applications for franchise that fail the distancing requirements will be denied and returned to the Business License Division. The Business License Division will notify the applicant of the denial and refund the franchise fee.

- Schedule Public Hearing.** Provided the distancing requirements are met, the Development Services Division will schedule the application for franchise for a public hearing before the City Council. **The franchise must be available for review 30 days before the public hearing.** Franchises are approved by ordinance, requiring two readings of the City Council. The Development Services Division will notify the vendor of the following dates:

- o Date Notice Published Within Newspaper _____
- o Date/Time of Public Hearing _____
- o Date/Time of First Reading _____
- o Date/Time of Second Reading _____
- o Date Vendor Notified _____

- Amend District and Merchandise Resolution (if necessary).** If the resolution that establishes the vending districts and the list of permitted merchandise must also be amended, it would be considered at the same date as the public hearing for the franchise (see above). An amendment to a resolution requires only one meeting before the City Council.

- Return Application to Business License Division.** If City Council approves the franchise, the Development Services Division will sign off on the Clearance Form (associated with the Application for Business and Professional License) and return it to the Business License Division.

- SATISFY OUTSTANDING BUSINESS LICENSE REQUIREMENTS.** The Business License Division will contact the vendor and inform him or her of any additional approvals/signatures that the applicant must obtain upon the Clearance Form before the business license may be issued. Also, the applicant must provide the following items before the business license may be issued:

- A certificate of inspection or compliance by the Health Department;
- Evidence of compliance with the fire code; and
- Proof of insurance (see §11-257 of the City Code for specific requirements).

At the completion of the above process, the Business License Division shall issue to each vendor (1) a City of Columbia Business and Professional License, and (2) a Certificate of Sidewalk Vending Franchise for the current year. Franchises must be renewed annually; requests for renewal shall be made no later than November 1st of the current year. Business licenses expire on December 31st of each year and must be renewed by April 15th of the following year.

Questions may be addressed to:

Business License Division
1225 Laurel Street, Room 109
(803) 545-3345 voice
(803) 988-8025 fax

Development Services Division
1225 Laurel Street, Room 110A
(803) 545-3333 voice
(803) 343-8779 fax