



City of Philadelphia
Department of Licenses and Inspections

LICENSE APPLICATION

SPECIAL VENDING DISTRICT

Follow instructions listed on Instruction Sheet
For further information call (215) 686-2414

WHEN COMPLETED, MAIL TO:

L&I VENDING UNIT
1401 JOHN F. KENNEDY BOULEVARD
MUNICIPAL SERVICES BUILDING - 11TH FL
PHILADELPHIA, PA 19102

OR FAX TO: 215-686-2464

SPECIAL VENDING DISTRICT (Choose one)

- ☐ CENTRAL GERMANTOWN (Germantown & Cheltenham) ☐ UNIV. CITY ☐ 52ND STREET BUSINESS DIST. ☐ CENTER CITY (**see instructions) ☐ GERMANTOWN CORRIDOR (York & Butler)

1. NAME LAST FIRST MIDDLE			2. DAYTIME PHONE NUMBER				
3. EVENING PHONE NUMBER		4. FAX NUMBER		5. CELL PHONE		6. EMAIL ADDRESS	
7. HOME ADDRESS		STREET		CITY		STATE ZIP	
8. BUSINESS INCOME AND RECEIPTS TAX NUMBER				9. COMMERCIAL ACTIVITY LICENSE NUMBER			
10. CURRENT CENTER CITY SIDEWALK LOCATION				11. CURRENT SIDEWALK SALES NUMBER			

12. CATEGORY OF GOODS

- ☐ NON-FOOD ☐ FOOD / PREPARATION ☐ FOOD / NON-PREPARATION
- ☐ FLOWERS ☐ HOT / COLD ☐ PRODUCE ☐ NUTS
- ☐ CLOTHING ☐ FRUIT SALAD ☐ PRETZELS
- ☐ CIGARETTES ☐ HOT DOGS ☐ WATER ICE
- ☐ COMBINATION ☐ ICE CREAM

12a. LIST OF ALL ITEMS TO BE SOLD (GERMANTOWN YORK-BUTLER ONLY)

13. SITE SELECTION LOCATION

1.	3.	5.
2.	4.	

14. LICENSE TYPE	FEE	REVENUE CODE	EXPIRATION DATE	LICENSE NUMBER
<input type="checkbox"/> NEIGHBORHOOD VENDING DISTRICT	\$ 300.00	3288	DECEMBER 31	
<input type="checkbox"/> NEIGHBORHOOD VENDING TRUCK PARKING	\$ 2750.00 / VEHICLE	3289	DECEMBER 31	
<input type="checkbox"/> CENTER CITY VENDING DISTRICT (\$50.00 APPL FEE: BY LOTTERY ONLY)	\$ 300.00	3287	DECEMBER 31	
<input type="checkbox"/> FOOD NON PERMANENT	\$ 150.00	3112	APRIL 30	
<input type="checkbox"/> COMMERCIAL ACTIVITY LICENSE		3702	NONE	

PLEASE BE SURE TO READ THE OTHER SIDE OF THIS FORM AND COMPLETE WHERE NECESSARY

15. OWNER/PARTNERSHIP or CORPORATION (AT LEAST THREE PRINCIPALS REQUIRED IF CORPORATION)		
NAME (LAST, FIRST, MIDDLE)	TITLE	HOME ADDRESS(Include City, State, & ZIP Code; <u>NO</u> P.O. BOX)

16. APPLICANT CERTIFICATION
<p>PROPER IDENTIFICATION AND 2X2 COLOR PHOTO REQUIRED FOR SUBMISSION OF THIS APPLICATION.</p> <p><i>I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief.</i></p> <p><i>I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.</i></p> <p>Owner/Operator Signature: _____ Date: _____</p>

FOR OFFICE USE ONLY							
<div>HEALTH APPROVAL</div> <div> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A </div>		<div>CART PHOTO</div> <div> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>					
		<div>APPL. PHOTO</div> <div> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>					
REMARKS:							
				RECEIPT NUMBER		LICENSE/ID NUMBER	
				REVIEWED BY		NUMBER	
				DATE		AUDIT	
<input type="checkbox"/> APPROVED <input type="checkbox"/> REFUSED							



SPECIAL VENDING DISTRICT APPLICATION INSTRUCTIONS

The application for a Special Vending District is required to be filled out by anyone interested in vending in the following areas:

****Center City**
University City
52nd Street Business District
Central Germantown Business District (Germantown & Cheltenham)
Germantown Corridor Business District (York & Butler)

Most of the questions on the application are self explanatory. The questions that need explanation are discussed below. The numbers match the numbered questions on the application.

8. Philadelphia Business Income and Receipts Tax Number - this is a number assigned by the Philadelphia Revenue Department to identify tax accounts. One tax account number is used for all of your City licenses, if under the same Business entity name and tax account number. If you do not have a Business Income and Receipts Tax Account Number, you will need to go to www.phila.gov/revenue and fill out an application for a Philadelphia Business Income and Receipts Tax Number prior to vending.

9. Commercial Activity License (3702) - required for every person desiring to engage in business within the City of Philadelphia whether or not such person maintains a place of business in the City. This is a one-time fee license (\$50) and can be used for all your business ventures if using the same entity name and tax account number. Fill in the license number if you already have one. If you do not already have this license, you can apply online at <https://secure.phila.gov/LI/Licenses/>. You may also download the Commercial Activity License application by going to www.phila.gov/li.

14. License Type:

Neighborhood Vending District (3288) - only to be checked if you have a cart and/or table set up.
Neighborhood Vending Truck Parking (3289) - only to be checked if you are a Motor Vehicle Vendor and only for the University City Special Vending District.
Center City Vending District (3287) - applications not accepted until a lottery is announced.

15. Owner, Corporation and Partnership - Complete with the name, title and home address of the owner, principals, or partners. Corporate applicants must identify the president, secretary, and treasurer. If one individual serves as multiple or sole officer, this must be stated.

The following is important information relating to the specific Special Vending District:

****Center City** - this application is only to be completed once the Department of Licenses and Inspections has announced that a lottery will be held. It is at this time that we will also be requiring the application fee. This is the only Special Vending District that we require an application fee.

University City, Central Germantown Business District and Germantown Corridor Business District - you can mail or fax this application to the address or number listed on the front of the application. Once we receive your application, you will be placed on the waiting list and contacted when a space becomes available.

Please contact the Vending Unit at 215-686-2414 for the specific boundaries for each of these areas.