

Sidewalk Vending Program Application Checklist

- _____ 1. COMPLETED SIDEWALK VENDING PROGRAM APPLICATION
 - Temporary (7 consecutive day maximum)
 - Full Year (January 1st – December 31st)
- _____ 2. PROOF OF \$1 MILLION GENERAL LIABILITY INSURANCE POLICY
 - City of Cincinnati - listed as additional insured on policy
 - Policy must be maintained the entire length of the vending license
- _____ 3. TWO PASSPORT SIZE PHOTOGRAPHS FOR BADGE
 - Each person working the vending location must have a badge
- _____ 4. OHIO MOBILE FOOD SERVICE LICENSE (REQUIRED for vending of food/drinks)
 - Contact the City of Cincinnati Health Department to obtain your Ohio Mobile Food License [Mobile Food Licensing - Health \(cincinnati-oh.gov\)](http://cincinnati-oh.gov)
- _____ 5. FIRE INSPECTION (REQUIRED for use of any heating or combustible element)
 - Can be obtained by Cincinnati Fire Department
- _____ 6. PAYMENT FOR VENDING FEES (all fees apply to **each** vending location)
 - Temporary Vending License - \$25 application fee + \$1.10/day/location (7 days max)
 - Full Year Vending License - \$25 application fee + \$400/vending location