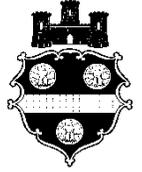


CITY OF PITTSBURGH



DEPARTMENT OF PUBLIC WORKS
611 Second Avenue Pittsburgh PA, 15219
Phone Number 412-255-0840 Fax Number 412-255-2728

William Peduto – Mayor

Michael Gable, CPRP - Director

VENDING APPLICATION PUNCH LIST

DPW MUST RECEIVE THE ITEMS LISTED BELOW WITHIN 1 WEEK AFTER THE LOTTERY DATE. YOU MUST CONTACT BOBBIE ABBONDANZA (412-255-0840) TO SET UP AN APPOINTMENT TO REVIEW AND VERIFY THAT INFORMATION REQUIRED BELOW IS COMPLETE AND ACCURATE. UPON COMPLETION OF THE APPLICATION PAPERWORK, A FIELD REVIEW AT THE VENDING SITE WITH YOUR CART WILL BE REQUIRED SO THAT DPW CAN SHOW YOU THE EXACT LOCATION OF WHERE YOUR CART SHOULD BE PLACED. PLEASE BE ADVISED THAT PAST PROCESSED PAPERWORK WILL NOT BE COPIED FROM YOUR PREVIOUS FILE.

PREVIOUSLY ADVERTISED LOTTERIES: ONCE THE LOTTERY LIST HAS BEEN EXHAUSTED, SITES WILL BECOME AVAILABLE ON A FIRST COME FIRST SERVE BASIS. YOU MUST HAVE ALL OF THE ITEMS LISTED BELOW BEFORE A VENDING SITE IS OFFICIALLY ASSIGNED TO YOU. PARTIAL PAPERWORK IS NOT ACCEPTABLE FOR DPW TO HOLD THE SITE FOR YOU.

- Apply between 8:00 a.m. and 2:00 p.m., Monday-Friday. (**APPOINTMENT ONLY**)
- \$25.00 **non-refundable** application fee for each application (**MONEY ORDER ONLY**)
- Payment-Vending License: (**Check or Money order**, Payable to “Treasurer, City of Pittsburgh”)
 - _____ \$ 732.00 STATIONARY VENDOR
 - _____ \$ 732.00 SPORTS/ENTERTAINMENT VENDOR (Stadium Area)
 - _____ \$1,469.00 STATIONARY VEHICULAR VENDOR
 - _____ \$ 96.00 EACH ADDITIONAL EMPLOYEE

FEE AMOUNTS WILL CHANGE AT THE END OF DECEMBER FOR THE NEXT CALENDAR YEAR.
See City website for current fee schedule under http://www.city.pittsburgh.pa.us/BBI/html/permit_fees.html

- **Two (2) passport photos** size (2x2) current photos
- **Copy of their current Driver’s License**
- **One (1) colored picture of cart** or sketch design of vending unit along with measurements of cart on picture/sketch. *MAXIMUM SIZE OF CART - 4’ X 10’ X 8’ (WIDTH-LENGTH-HEIGHT)*
- **Tax ID #** obtained at Finance Dept. (Room 207 City-County Bldg.-2nd Floor, 412-255-2543)
- **Copy of Certificate of Insurance** from your insurance agent with coverage for not less than fifty thousand dollars (\$50,000) for bodily injury for each person and not less than one hundred thousand dollars (\$100,000) for property damage per occurrence, naming the City of Pittsburgh as additional insured on the policy. **Vending location must be listed under the description on the policy.**
- **Copy of Health Dept. License #.** Needed if you are vending anything for human consumption. The license can be obtained at the Allegheny County Health Dept. License #. (Clarck Bldg-Bldg. #1, 3901 Penn Avenue; 412-578-7921).
- **Copy of Registration letter.** If any vending locations are located within the areas listed below, you must contact these organizations to pay their membership fees.
 - Downtown area - Pgh Downtown Partnership 412-566-4190 Hours 8:30-5
 - Oakland area – Oakland Bus. Improvement District 412-683-6243 Hours 8:30-5
- **Hand Submit Complete Application @ DPW, 611 Second Avenue, M-F, 8am to 2pm.**
(APPOINTMENT ONLY.....412-255-0840.....Bobbie Abbondanza)