

City of Pittsburgh
Bureau of Building Inspection
200 Ross Street, Room 320
Pittsburgh, PA 15219
(412) 255-2858

**APPLICATION INSTRUCTIONS FOR A
STATIONARY VENDOR/STATIONARY VEHICLE VENDOR LICENSE**

1. Our Stationary Vendor, Stationary S/E Vendor, and Stationary Vehicle Vendor Licenses are all processed through a lottery procedure in which there are two annual drawings.
2. Apply between 8:00 AM and 3:00 PM.
3. Bring two passport size photos (2" x 2") and one picture of vending unit.
4. Go to the Finance Department (Room 207 City County Building 2nd Floor) to apply for a City tax ID number. If you currently have a City tax ID number, you will need to obtain a memo stating that your taxes are current.
5. You must provide proof of insurance (see below), and if vending any items for human consumption (food), an Allegheny County Health Department License (see below).
6. If you are vending in an authorized Business Improvement District (BID), you must provide proof that you have paid the required fee directly to that BID (see below).
7. After BBI has received your approved application from Public Works, we will call you to notify you that your license is ready for processing at BBI.
8. License expires January 31, of the following year. You must pay the full license fee regardless of what point in the license year you apply.

*******IMPORTANT*******

INSURANCE

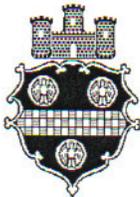
Vendor needs to provide and maintain insurance coverage of at least fifty thousand dollars (\$50,000) for bodily injury for each person and at least one hundred thousand dollars (\$100,000) for property damage per occurrence. **CITY OF PITTSBURGH MUST BE NAMED AS ADDITIONAL INSURED. Contact your Insurance Company to prepare a Certificate of Insurance form with the needed information. (Copy of the insurance policy (all or part) will not be accepted)!**

HEALTH DEPARTMENT LICENSE NUMBER

The Allegheny County Health Department is located at 3901 Penn Ave, Clack Building #1 – Phone (412) 578-7921. Bring proof you obtained this number if you will be selling items for human consumption.

BUSINESS IMPROVEMENT DISTRICT

If you will be located/vending within an authorized Business Improvement District, you must pay an additional \$100 annual fee to the appropriate local BID oversight committee. You must provide proof of this payment prior to the issuance of a vendor license.



CITY OF PITTSBURGH
BUREAU OF BUILDING INSPECTION
 200 Ross Street Room 320
 Pittsburgh, Pa 15219



2008 STATIONARY VENDOR LICENSE APPLICATION

IMPORTANT NOTICE: This application is ONLY for vending at a fixed location or designated sports/entertainment facility. If you do NOT want to vend at a fixed location or designated sports/entertainment facility, please use the MOBILE PEDDLER or the MOBILE VEHICLE VENDOR License Application.

TYPE OF LICENSE (check type)

(City/BBI will calculate fee)

Vendor - Stationary

FEE: _____

Vendor-Sports/Entertainment Facility

FEE: _____

Stationary Vehicular Vendor

FEE: _____

TOTAL CITY FEE: _____

BUSINESS IMPROVEMENT DISTRICT FEE: _____

(pay directly to BID)

APPLICANT INFORMATION (Please print this section)

Name: _____ Phone: _____

Cell Phone: _____ E-Mail Address _____

Address: _____ City: _____ State: _____ Zip: _____

Date of Birth: _____ Social Security Number: _____

City of Pittsburgh Tax ID #: _____ Taxes Current? _____

NATURE OF BUSINESS

Business Name (if applicable): _____

Location Applied For: _____

Type of Goods Sold or Rented (Be specific):

Hours of Operation Requested: _____

If Vending from Vehicle: Motor Vehicle description: _____ License #: _____

Complete This Section After All Approvals Have Been Granted

INSURANCE /OTHER INFORMATION

Insurance Certificate # _____ Company: _____ Expires: _____

Amount Public Liability Insurance: _____ Amount Property Damage Insurance: _____

If Vending Food: Allegheny Co. Health Dept License #: _____

HOLD HARMLESS CLAUSE

I agree to indemnify and hold the City of Pittsburgh, its officers and employees harmless against all claims, or damage to property or injury to persons, including attorney's fees which may be occasioned by any activity carried on under this license. I certify that I have received a copy of and understand the City of Pittsburgh Vending Ordinance.

Signature: _____ Date: _____, 20_____



CITY OF PITTSBURGH

DEPARTMENT OF PUBLIC WORKS

611 Second Ave Pittsburgh PA, 15219

Phone Number 412-255-0840 Fax Number 412-255-2728



William Peduto – Mayor

Mike Gable, CPRP - Director

VENDING APPLICATION PUNCH LIST

UPON AWARD OF A VENDING SITE, THE ITEMS LISTED BELOW MUST BE INCLUDED WITH YOUR COMPLETED APPLICATION. PLEASE CONTACT BOBBIE ABBONDANZA (412-255-0840) TO SET UP AN APPOINTMENT TO REVIEW AND VERIFY THAT THE 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 YOU WILL KNOW THE EXACT LOCATION OF WHERE YOUR CART SHOULD BE PLACED. CARTS MUST NOT EXCEED THE MAXIMUM SPECIFIED DIMENSIONS.

- ✓ **\$25.00 APPLICATION FEE (NON-REFUNDABLE)** for each application (MONEY ORDER ONLY)
- ✓ **FEES-Stationary Vendor License:** (money order only), Payable to: "Treasurer, City of Pittsburgh"
 - \$ 732.00 -STATIONARY VENDOR (*Fees change yearly. Contact BBI for current fee schedule.*)
 - \$ 732.00 -SPORTS/ENTERTAINMENT VENDOR (Stadium Area)
 - \$ 1,469.00 -STATIONARY VEHICULAR VENDOR
 - \$ 96.00 -EACH ADDITIONAL EMPLOYEE
- ✓ **Two (2) PASSPORT PHOTOS** size (2x2) must be current photos
- ✓ **One (1) COLORED PIC OF CART** or sketch design of vending unit along with measurements of cart on picture/sketch. MAXIMUM SIZE OF CART = 10' L x 4' W x 8' H (LENGTH - WIDTH - HEIGHT).
- ✓ **TAX ID#** obtained at Finance Dept. Room 207 City-County Bldg.-2nd Floor, 412-255-2543.
- ✓ **COPY OF CERTIFICATE OF INS.** naming the City of Pittsburgh as co-insured 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. Vending location must be listed under the description on the policy.
- ✓ **COPY OF HEALTH INSURANCE LICENSE:**
Needed if you are vending anything for human consumption. *The license can be obtained at the Allegheny County Health Department located in the Clark Bldg # 1, 3901 Penn Avenue; 412-578-7921.*
- ✓ **COPY OF PROPANE PERMIT:** If your vending cart requires a propane tank, it will be necessary for you to obtain a propane permit from the *State of Pennsylvania, Department of Licenses.*
- ✓ **ADDITIONAL EMPLOYEE LIST:** If you are hiring employees, the site vendor will also have to submit a letter listing each employee's name.
- ✓ **COPY OF BID REGISTRATION LETTER:** If your vending location is located within either two Business Improvement Districts (BID) listed below, a membership fee is required.
 - Within the Downtown area – Contact the Pittsburgh Downtown Partnership 412-566-4190 Hours 8:30-5
 - Within the Oakland area – Contact the Oakland Business Improvement District 412-683-6243 Hours 8:30-5
- ✓ **HAND SUBMIT COMPLETED APPLICATION** to DPW, 611 Second Ave, M-F, 7am to 2pm.
(BY APPOINTMENT ONLY ...Please contact: Bobbie Abbondanza @ 412-255-0840).

FEE AMOUNTS ARE SUBJECT TO CHANGE AT THE END OF EACH DECEMBER FOR THE NEXT CALENDAR YEAR.

Log onto City website for current fee schedule http://www.city.pittsburgh.pa.us/BBI/html/permit_fees.html