



City of Vandalia
 Department of Development & Engineering Services
 333 James E. Bohanan Memorial Drive
 Vandalia, OH 45377
 937.898.3750 | F 937.415.2319

VENDOR LICENSE APPLICATION

About this Application: ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED

Submittal**

Please bring in or mail a **complete** application and \$50.00 application fee to the address above. *Applications must be notarized.* Cash, credit card, and checks are accepted. Make checks payable to "City of Vandalia". *There are no refunds.*

If more than one person is vending, soliciting or peddling for a particular business, each individual must apply for a separate license.

Approval Process

Vendor License Applications are reviewed by the City Manager's Office and City of Vandalia Police Department. Efforts will be made to process complete applications within two business days.

If your application is approved the Vendor License will be issued. An additional \$50.00 fee will be collected when a license is issued. *There are no refunds. LICENSE MUST BE WORN AT ALL TIMES WHILE CONDUCTING BUSINESS IN THE CITY OF VANDALIA.*

Contact Information

If you have any questions about the Vendor License, please contact the Department of Development and Engineering Services between 8:00 a.m. and 5:00 p.m., Monday-Friday at 898-3750.

Additional Contact Information

| Department | Phone |
|-----------------------|--------------|
| Police | 937-898-5868 |
| City Manager's Office | 937-898-5891 |
| Finance | 937-898-5891 |

Please submit the following items for a complete application:

- Two (2) copies of a photograph of applicant- taken within sixty days immediately prior to filing date of application. Must be 2" x 2" showing head and shoulders of applicant in a clear and distinguishing manner.
- \$50.00 Application Fee
- Application completely filled out and notarized

OFFICE USE ONLY

Review: DES _____ PD _____ CMO _____
Initial

APPLICATION # _____

RECEIPT # _____

DATE: _____

Applicant Information

| | | | | |
|-----------------|---------|---------|-------------|------------|
| Applicant Name: | | | Birthdate: | |
| Address: | | | Phone: | |
| City/State/Zip: | | | Email: | |
| Sex: | Weight: | Height: | Hair Color: | Eye Color: |

Employer Information (if employed)

| | |
|----------------------|--------|
| Employer Name: | |
| Address of Employer: | Phone: |
| City/State/Zip: | Email: |

Vehicle Description (that will be operated under the license being applied for)

| | |
|--------------------|------------------------|
| Make: | Model: |
| License Plate No.: | State of Registration: |

Proposed Activity Description

Provide a brief description of the nature of the business and goods and/or services to be sold:

Place where goods or property is proposed to be sold AND/OR where you propose to take orders:

Length of time you will conduct business with this license:

How will the products sold be delivered?

Where are the products that you are selling produced?

Applicant Information

Have you been convicted of a felony or misdemeanor involving force, violence, fraud, theft, or a sexual oriented offense crimes, sexual abuse, rape, gross sexual imposition? (852.05 (b,iii) A copy of the ordinance is attached) Yes No

If yes, give the nature of the offense, name of court and location, date and penalty for **every** such conviction:



I do hereby solemnly swear that all of the information contained in this application is complete and truthful and that no information requested has been withheld or falsified in any whatsoever.

Applicant Name _____
(printed)

Applicant Signature _____ Date _____

Sworn to and subscribed before me, a Notary Public, this _____ day of _____

Notary Name _____
(printed)

Notary Signature _____

Commission Expiration Date _____

SEAL HERE



STAFF ONLY

Chief of Police Review

Approved Denied Comments:

Chief of Police Signature

Date

City Manager Review

Approved Denied Comments:

City Manager Signature

Date

\$50.00 License Fee

Date _____

License # _____

Receipt # _____