

**CITY OF JACKSONVILLE**  
**DOWNTOWN INVESTMENT AUTHORITY**  
**RULES AND REGULATIONS GOVERNING**  
**DOWNTOWN SIDEWALK VENDORS**

The following are basic rules and regulations governing downtown sidewalk vendors:

**Please read carefully.**

- A) Vending must be in accordance with Chapter 250, City Ordinance Code and City and State Health Codes.
- B) Vending may be done only on sites listed and located on the Northbank and Southbank Vending locations (see attached maps).
- C) Each vendor must have the Downtown Sidewalk Vending Location Reservation approved by the City of Jacksonville's Downtown Investment Authority (DIA).
- D) Prior to confirmation of a Downtown Sidewalk Vending Location Reservation, each vendor must submit a current copy of their Local Business Tax Receipt, Business License, and General Liability Insurance:
  - 1) **Local Business Tax Receipt:**  
Tax Collector's Office  
321 East Forsyth Street, Room 130  
Jacksonville, FL 32202  
(904) 255-5700
  - 2) **Business License:**  
State of Florida Department of Business and Professional Regulation  
Division of Hotels and Restaurants  
2601 Blair Stone Road  
Tallahassee, FL 32399  
(850) 487-1395  
[dhrr.planreview@myfloridalicense.com](mailto:dhrr.planreview@myfloridalicense.com)  
[www.myfloridalicense.com/DBPR/hotels-restaurants/](http://www.myfloridalicense.com/DBPR/hotels-restaurants/)
  - 3) **General Liability Insurance:**  
\$200,000 General Liability Insurance with City of Jacksonville/DIA as additional name insured.
- E) All Downtown Sidewalk Vending Location Reservations will be effective on the first day of each month.

F) It is recommended that Location Reservation confirmation be visibly displayed.

G) Vending Location Reservations can be preempted by City-Sponsored or Co-Sponsored events.

H) Each Vending unit must comply with the following rules:

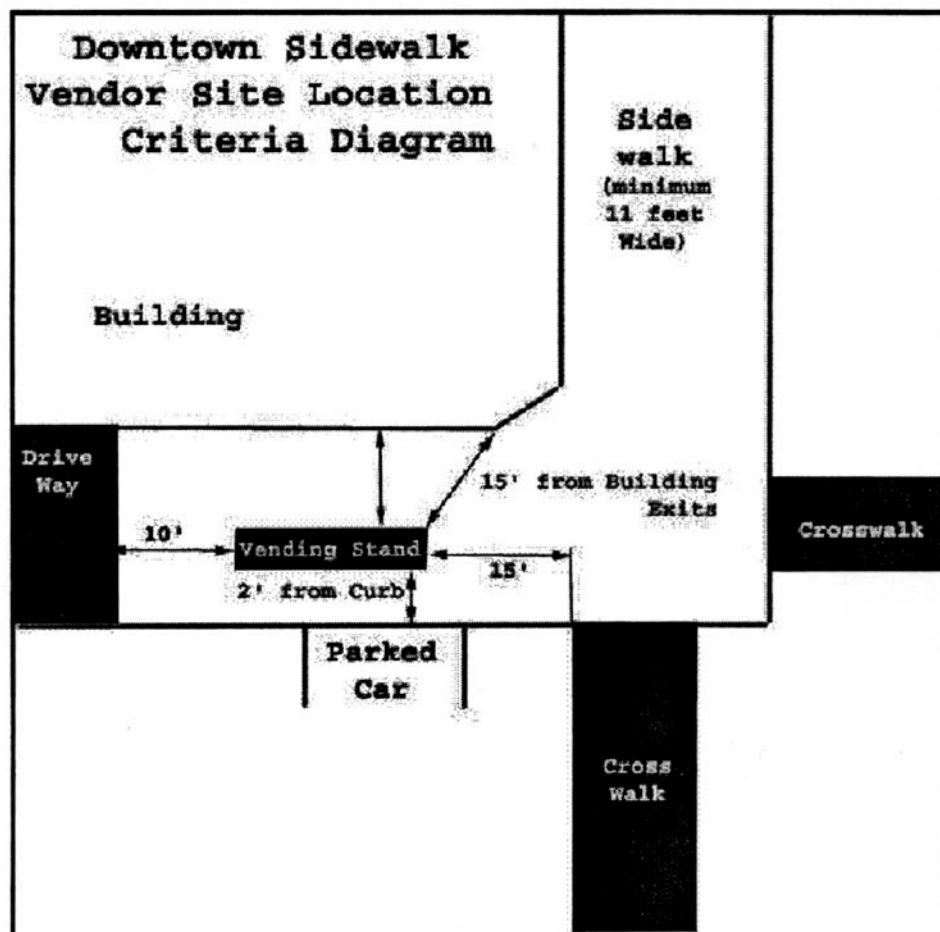
- Vending units must be mobile and on wheels and shall be limited to a self-contained unit no greater than four (4) feet wide by six and one-half (6.5) feet long.
- Vending units may occupy a maximum space of 60 square feet of space.
- Vending units may be accompanied by no more than two (2) ice chests, coolers or other accessory containers, in addition to one trash receptacle, and one chair or stool for use by the vendor only. Coolers must be hard-plastic finish, no Styrofoam, and not larger than 94 quarts. Accessory containers must be placed on or immediately next to the vending unit, and not in the way of pedestrian or vehicular traffic.
- Any cooking, heating, or warming units must be an integral part of the vending unit.
- A downtown sidewalk vendor may only operate a total of two (2) downtown sidewalk vendor units, operated at separate locations. A Location Reservation must be obtained for each unit. This does not give a current vendor priority over other vendors for a second location.
- Only one operator may operate a maximum of one unit per location.
- Absolutely no moving from assigned area.
- Vending units must be removed each night.
- Vendor cannot operate, nor cause to be operated, any loudspeaker system, radio, bull horn or other device to attract attention to the vending location.
- The manipulation of prices of items for the sole purpose of discouraging other vendors to participate as vendors shall be cause for immediate revocation of Location Reservation.
- Vendors must keep the vending area clean and neat at all times.
- Vendor cannot receive electricity or water from any adjoining buildings by means of wires, hoses, or other connections.

I) Vendor sites must meet the following criteria:

- Site location of vending unit must provide a minimum of six (6) feet clearance to pedestrians.
- Vending unit must be at least 10 feet from driveways.
- Vending unit must be at least 50 feet from other vending units, except where separated by a public street.
- Vending units must be at least 15 feet from an intersection or crosswalk.
- Vending units must be at least 15 feet from building entrances or exits.

- View of traffic or signage must not be blocked.
- Vending site is no larger than 12 feet long by five (5) feet wide and no larger than 60 square feet in size.
- Vending unit must be a minimum of 100 feet from establishment of vending like goods, except where separated by a public street.
- Vending units must be at least 10 feet from bus stops.
- Vending units must be at least 100 feet from principal arterial intersections (e.g. Bay and Main, Broad and Water Streets).
- Vending units must not locate in front of a parking space so as to block vehicle bumper or door swing.

The attached graphic is meant to help understand these criteria:



- J) Vendors have five (5) working days in which to renew an expired Location Reservation. If not renewed at that time, the area may be reserved by another vendor.
- K) At any time, an adjacent property owner to a vending location may request the sidewalk vending location be closed; if this happens, the vendor must be relocated to another site for the remainder of the reservation period.
- L) Vendor's Location Reservation may be either temporarily suspended or permanently revoked if they are deemed negligent of any of the rules and regulations mentioned herein, observed under the influence, are abusive to rude citizens, uncooperative with City Personnel, and/or create a disturbance or conduct which would embarrass the City.

If violations occur, the vendor is to be notified in person or via certified mail.

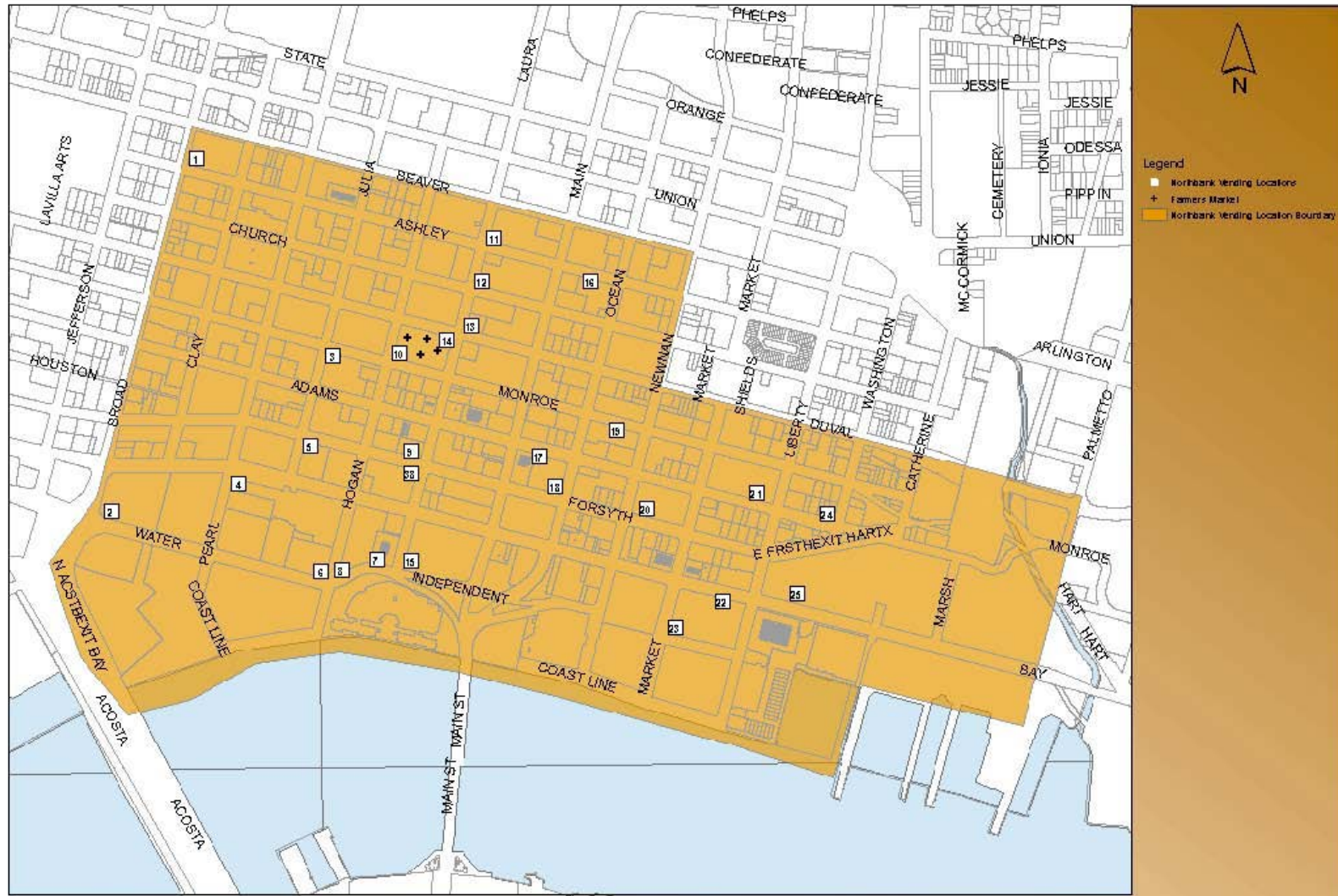
1. First Violation will be a reprimand;
2. Second Violation will be a warning;
3. Third Violation is an automatic suspension of Location Reservation.

Upon suspension, vendor has five (5) working days to appeal their suspension in writing to the DIA. The DIA must rule in ten (10) working days of receipt of the vendor's appeal to determine if the suspension is to be permanent and reservation revoked. If reservation is revoked, the location can be reserved immediately to another vendor.

- M) The Downtown Investment Authority is authorized to inspect and enforce any and all provision of the Downtown Sidewalk Vendor ordinance. Rules and regulations may be deleted, expanded, and/or changed as deemed necessary. For questions, concerns, and/or comments on downtown sidewalk vendor requirements, please contact:

Downtown Investment Authority  
Attention: Susan Kelly  
117 West Duval Street, Suite 310  
Jacksonville, FL 32202  
(904) 255-5307  
E-mail: ksusan@coj.net

## Downtown Jacksonville Northbank Vending Locations



## Downtown Jacksonville Southbank Vending Locations

