

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 Code.
- 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 attached Downtown Sidewalk Vending Permit approved by the City of Jacksonville's Downtown Investment Authority (DIA).
- D) Prior to issuance of a DT Sidewalk Vending Permit, each vendor must submit a current copy of their Occupational License, Health License, and General Liability Insurance:
 - 1) **Occupational License:**
Tax Collector's Office
321 East Forsyth Street, Room 130
Jacksonville, FL 32202
(904) 630.2080
 - 2) **Health License:**
State of Florida Department of Business Regulation
Division of Public Health
515 West 6th Street, 3rd Floor
Jacksonville, FL 32206
(904) 630.3260
 - 3) **General Liability Insurance:**
\$200,000 General Liability Insurance with City of Jacksonville/DIA as additional name insured.
 - 4) **Downtown Sidewalk Vending Permit:**
Downtown Investment Authority
Attention: Jim Klement
117 West Duval Street, Suite 310
Jacksonville, FL 32202
(904) 630-2689

E) Cost of the Downtown Sidewalk Vending Permits are (made payable to the Tax Collector):

One (1) day Permit	\$10.00
Three (3) consecutive days	\$15.00
One (1) Month	\$35.00
Six (6) Month	\$150.00
One (1) Year	\$250.00

F) All Downtown Sidewalk Vending Permits will be effective on the first day of each month, except when applying for a one or three day permit.

G) Vending permits must be visibly displayed at all times.

H) Vending permits can be preempted by City-Sponsored or Co-Sponsored events in your area.

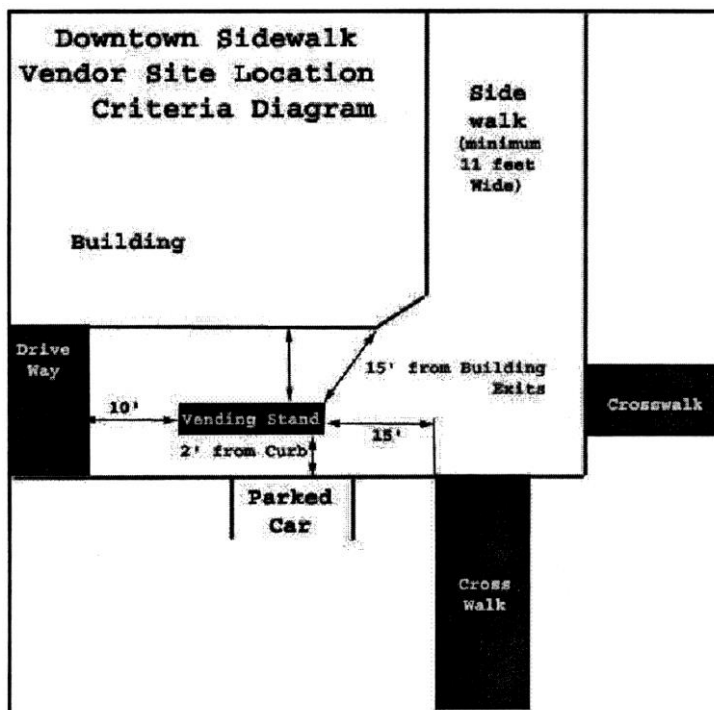
I) Each Vending units must comply with the following rules:

- Vending units must be self-contained and portable, and no longer than four (4) feet wide by six and one-half (-1.2) feet high and six (6) feet long.
- Vending units may occupy a maximum space of 60 square feet of space.
- No more than two (2) ice chests, coolers or other accessory containers. The containers must be placed on or immediately next to the vending unit, and not in the way of pedestrian or vehicular traffic. Coolers must be hard-plastic finish, no Styrofoam, and be no longer than ninety-four (94) quarts. 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 permit 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 cart per location.
- Absolutely no moving from assigned area.
- Vending units must be removed each night.
- 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 permit.
- 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.

J) Vendor sites must meet the following criteria:

- Sidewalk must be a minimum of eleven (11) feet wide.
- Vending unit must be ten (10) feet from driveways.
- Vending unit must be fifty (50) feet from other vending units.
- Vending units must be fifteen (15) feet from an intersection or crosswalk, except where separated by a public street.
- Vending units must be fifteen (15) feet from building entrances or exits.
- View of traffic or signage must not be blocked.
- Maximum of sixty (60) square feet of space can be occupied by vending unit.
- Vending unit must be minimum of one-hundred (100) feet from establishment of vending like goods, except where separated by a public street.
- Vending units must be ten (10) feet from bus stops.
- Vending units must be one-hundred (100) feet from major arterial intersection (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:



- K) Vendors have five (5) working days in which to renew an expired permit. If not renewed at that time, the area may be assigned to another vendor.
- L) 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 permit period.
- M) Vendor's Permit may be either temporarily suspended or permanently revoked if he or she is deemed negligent of any of the rules and regulations mentioned herein, observed under the influence, is abusive to rude citizens, uncooperative to City Personnel, and/or creates a disturbance or conduct which would embarrass the City.

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

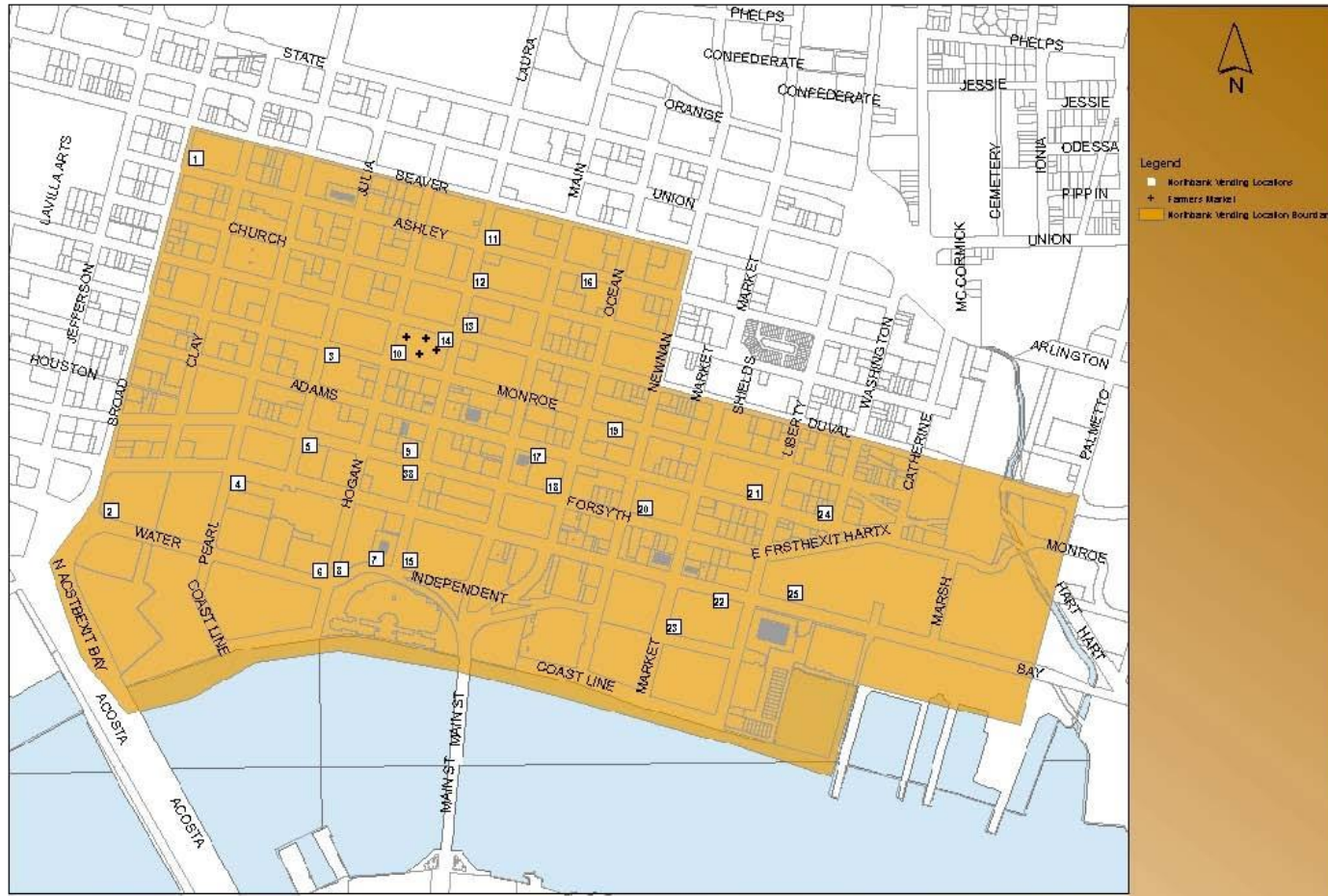
1. First Violation will be a reprimand;
2. Second Violation will be a warning;
3. Third Violation is an automatic suspension of vending permit.

Upon suspension, vendor has five (5) working days to appeal his 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 permit revoked. If permit is revoked, the location can be sold immediately to another vendor.

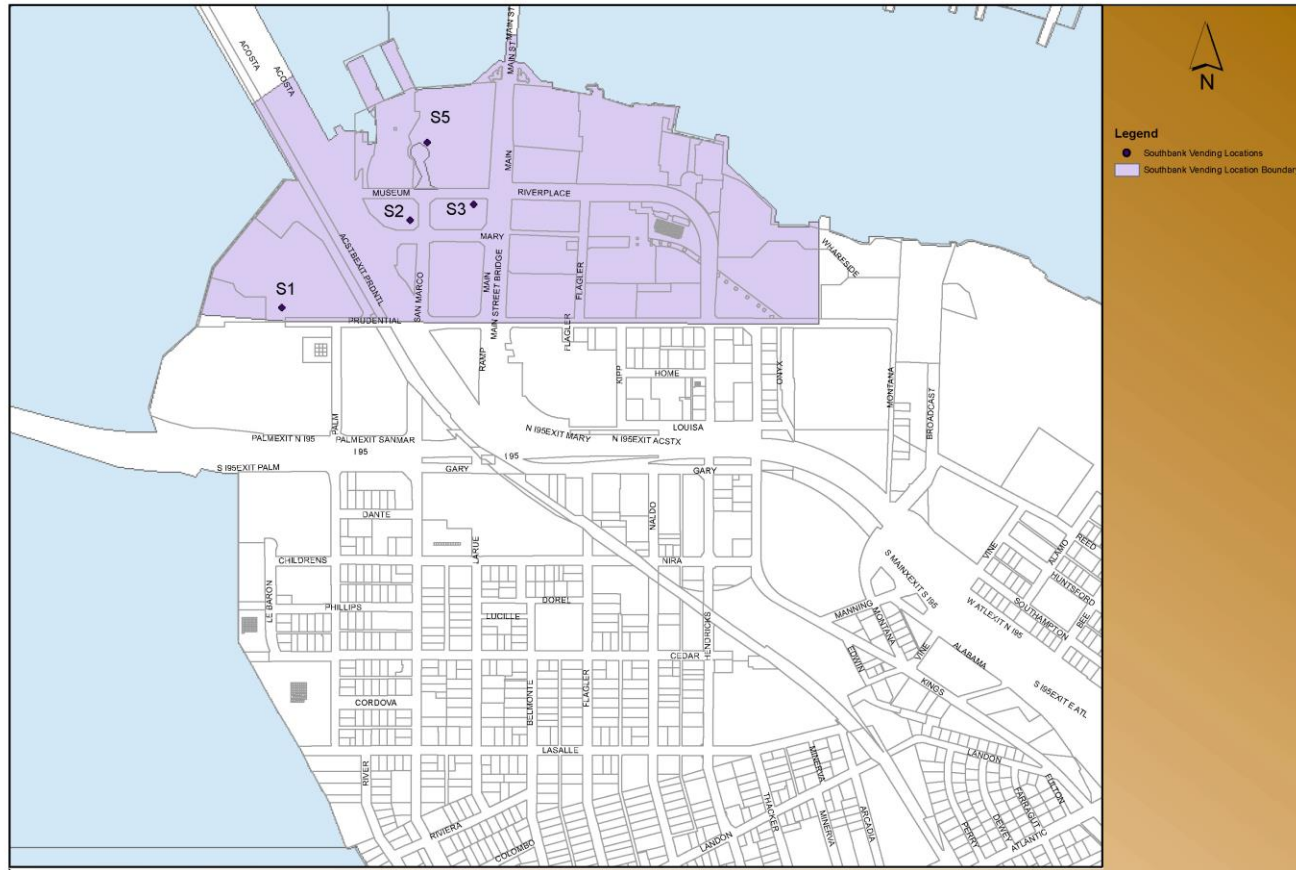
- N) The Downtown Investment Authority is authorized to inspect and enforce any and all provision of the Downtown Sidewalk Vendor ordinance. Rules and regulations may be deleted, expanded, and/or changes as deemed necessary. For questions, concerns, and/or comments on downtown sidewalk vendor requirements,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

Downtown Investment Authority
Attention: Jim Klement
117 West Duval Street, Suite 310
Jacksonville, FL 32202
(904) 630-2689
E-mail: JKLEMENT@coj.net

Downtown Jacksonville Northbank Vending Locations



Downtown Jacksonville Southbank Vending Locations



DOWNTOWN SIDEWALK VENDING APPLICATION/PERMIT

- 1. Applicant's Name _____
- 2. Applicant's Mailing Address _____
- 3. Applicant's Contact Phone Number _____
- 4. Vending Location _____
- 5. Description of Service to be Sold _____
- 6. Days & Hours of Operation _____
- 7. Current Zoning _____
- 8. New Vendor (Yes or No) _____
- 9. If no, how long at this site? _____

I have read the Downtown Sidewalk Vending Rules and Regulations, and understand all of the requirements to operate as a Downtown Sidewalk Vendor. I understand that there is a fee associated with this permit; I also understand that I am required to have a current Occupation License, and obtain a Certification from the State Division of Public Health, and have General Liability Insurance in the amount of \$200,000 with the City of Jacksonville/Downtown Investment Authority as additional names insured.

Applicant's Signature		Date	
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FOR DIA USE ONLY

Date Permit Approved	
Date Permit Expires	

DIA Signature		Date	
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