

Permit #: _____ Date Assigned: _____
Fee Collected: _____ City Agent Responsible: _____

Affidavit by Vendor for Application of Temporary Vending Permit

As a Temporary Vendor at the Following Address:

I, _____, agree to abide by City of Roanoke Ordinance 97-107 concerning "temporary vending Permits," and I have been given a copy of and have read this ordinance. Particularly, I affirm:

1. I have a valid and current Sales Tax Identification Number: _____
2. If I am selling food products of any kind, that I have acquired the proper certification from the City of Roanoke's Health Inspector and have re-imbursed the City for the required fee for my inspection.
3. I am selling only event related merchandise and/or services.
4. I will insure that my booth meets the following requirements:
A. Is a minimum of 100 S.F. and maximum of 300 S.F. area,
B. Is a motor home, trailer, temporary booth, or physical partitions, and
C. Is covered with a roof or awning.
5. I have written permission of the Land Owner and/or a copy of his/her Land Owner's Temporary Vending permit, and a copy of the Site Plan for the location of my booth(s).
6. I have paid the required one hundred dollars (\$100.00) for each and every booth that I will be operating.
7. I have directly on and/or in each and every booth under my operation one (1) currently serviced and inspected fire extinguisher.
8. I realize that the set-up and take-down of my Booth(s) is one day prior to and one day after the Event. I realize that the hours of Booth operation are between 6:00 am and 11:00 pm on each and every day of the Event.
9. I realize that I must be at least twenty feet (20 ft) from the improved portion of public roads and/or highways.

Signature of Vendor

Date

Address

Phone #

A Copy of this Affidavit is Your Temporary Permit and Must be Displayed at the Event !

Permit #: _____ Date Assigned: _____
Fee Collected: _____ City Agent Responsible: _____

Affidavit by Land Owner for Application of Temporary Vending Permit

As Land Owner of Property at the Following Address:

I, _____, agree to abide by City of Roanoke Ordinance 97-106 concerning "temporary vending permits," and I have been given a copy of and have read this ordinance.

Particularly, I affirm:

1. My property has an approved and permanent driveway to said property.
2. My property is not zoned, nor occupied, nor used as a residence of any kind.
3. I am applying for this permit at least three (3) days prior to the event.
4. I have submitted a site plan or legible drawing showing the location of any and all vending activities, to include the following:
 - A. a minimum of one portable toilet for each two (2) vendors.
 - B. one (1) 39 gallon or larger trash receptacle for each vendor.
 - C. a minimum of six hundred feet (600 ft) of improved parking for each vendor.
5. I have paid the required twenty five dollars (\$25.00) annual fee for each tract of land to be used for vending.
6. I realize that the vending hours are between 6:00 am and 11:00 pm on each and every day of the event only, that merchandise and/or services must be related to the event, vending booths must be twenty feet (20ft) from the improved portion of the public road or highway, that all vendors must have a valid Roanoke City Vendor's Permit, that booth set-up and take-down is one day before and one day after the event respectively.

Signature of Land Owner

Date

Business Phone # _____ Home Phone # _____

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