



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 AND PEDDLER/SOLICITOR 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.*

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 \$52.00 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:

- | | |
|--|---|
| ☐ Provide two copies of the applicant's photograph. The photo must be taken within sixty days prior to the application filing date and must comply with U.S. State Department passport photo requirements. | ☐ A valid copy of all necessary license, permits, or certifications required by Montgomery County, Mont. Co. Public Health, State of Ohio, or any subsidiary enforcement agencies or departments.* |
| ☐ \$50.00 Application Fee | ☐ Valid Ohio Dept. of Motor Vehicle Registration to the vehicle being used by the applicant* |
| ☐ Application completely filled out and notarized | ☐ Valid Drivers Licenses of all of the vehicle operators* |

*Mobile Food Vendor Only

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 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 way 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 # _____