



Department of Finance
Bureau of Revenue Collections
Street Vendor's License
FACT SHEET

The license is required for anyone wanting to sell food products or merchandise of any kind on any street in the City of Baltimore.

Application Process

Prospective vendor's must submit a completed and notarized Application for Street Vendors License (attached herein) and include:

- A non-refundable \$25.00 application fee;
- Photos of the cart or table to be used; and,
- Photos of the desired locations.

The application fee must be in the form of a money order or cashier's check if submitting payment through the mail. If paying in person, a money order, cashier's check, cash, or credit card (for a small convenience fee) are accepted. Payments made by money order or cashier's check should be made payable to the Director of Finance.

The application and all required documents and payment must be returned to the Bureau of Revenue Collections, Miscellaneous Tax/License Unit at 200 Holliday St., Room 1, Baltimore, MD 21202 **at least two weeks prior to the scheduled Vendor Board meeting**. The Vendor Board meets the first Wednesday of every other month. The Miscellaneous Tax/License Unit will inform you of the date your application will be reviewed by the Vendor Board at the time the application is submitted.

Vendor Board Process

The Vendor Board must approve all applications for a Street Vendor License.

The day of the vendor board meeting, all scheduled and prospective vendors are required to be present. The meeting is held at 2 p.m. on the first Wednesday of every other month and is located at 10 N. Calvert St., Ste. #915, Baltimore, MD 21202. The Miscellaneous Tax/License Unit will confirm the date that your application will be reviewed by the Vendor Board.

Once an applicant has been approved by the Board, the vendor shall return to the Miscellaneous Tax/License Unit at 200 Holliday St., Counter 1, Baltimore, MD 21202, to receive the approval letters. The approval letters must be submitted to:

- Baltimore City Circuit Court (100 N. Calvert St., #628, Baltimore, MD 21202) for a State Trader's License and,
- Baltimore City Health Department (1001 E. Fayette St., Baltimore, MD 21202) for a Health Permit (applicable if selling any food product).

License Receipt and ID Placement

After obtaining the State Trader's License and the Health Permit (if applicable) the vendor shall bring those documents to the Miscellaneous Tax/License Unit at 200 Holliday St., Room 1, Baltimore, MD 21202 to complete the purchase and receive the vendor's license.

The fee schedule is included on the application form. If the license is issued after June 30 of any calendar year, the initial license fee is ½ the annual fee for that calendar year.

Each approved street vendor must prominently display the identification badge that is provided with each license issued while vending. If a badge is lost, the Miscellaneous Tax/License Unit shall issue a new badge for a \$10 fee.

Term of the License

All vendor licenses expire on December 31 of each year and all licenses must be renewed by December 31 to operate during the following calendar year.

Prohibited Conduct and Enforcement

Refer to Article 15, Section 17-21 through 17-32 for prohibited conduct of licensed street vendors and conduct enforcement.

Applicable City Code

Article 15 Licensing and Regulation, Subtitle 17 Street Vendors

For additional information or questions, contact the Miscellaneous License/Tax Unit at 410-361-9690.



**CITY OF BALTIMORE
BOARD OF LICENSES FOR STREET VENDORS**

**APPLICATION FOR
STREET VENDOR'S LICENSE**

INSRTUCTIONS:

1. Non-Refundable application fee of \$25.00 (Payable to: DIRECTOR OF FINANCE)
2. Applicant must be at least 18 years old.
3. Print legibly in ink.
4. Have application notarized.
5. Application must be submitted at least two weeks prior to the Board Meeting.
6. Proper identification must be presented.

CLASS/TYPE OF LICENSE

Please check the box of the type of license you are applying for.

Food Vendors License

- Class A – In the Downtown Area.....\$375.00

Food Vendors Outside The Downtown Area

- Class B – Vehicle.....\$75.00
 Class B1 – Basket, Handcart or Pushcart.....\$25.00

Merchant Vendors License

- Class C - In the Downtown Area.....\$75.00
 Class D - Outside the Downtown Area.....\$75.00

VENDOR APPLICANT INFORMATION

State License # _____ State Sales Tax # _____

Name _____

Date of Birth _____ Age _____

Phone Number _____

Address _____

City _____ State _____ Zip Code _____

How long have you resided at the above address ____ Years ____ Months

If less than two years, list previous address _____

TYPE OF MERCHANDISE TO BE SOLD

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

LOCATION FOR WHICH LICENSE IS REQUESTED – SUBMIT PHOTOGRAPHS FOR EACH LOCATION AND LIST IN ORDER OF PREFERENCE

1. _____

2. _____

3. _____

4. _____

DESCRIPTION OF VEHICLE, BASKET, HANDCART, PUSH CART OR TABLE – SUBMIT PHOTOGRAPHS

PLEASE CHECK THE BOX FOR WHICH YOU ARE APPLYING

- Vehicle

- Basket

- Handcart

- Pushcart

- Table

I hereby certify that all the statements made in this application are true and correct to the best of my knowledge and belief.

_____ Signature of Applicant _____ Date
Print Name of Applicant

NOTARY PUBLIC STATEMENT

I HEREBY CERTIFY THAT ON THIS _____ DAY OF _____ 20____ BEFORE ME _____, PERSONALLY APPEARED _____ AND MADE OATH IN DUE FORM OF LAW THAT ALL THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF.

_____ SEAL:
NOTARY PUBLIC

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