



APPLICATION FOR VENDOR PERMIT

210 E 4th Street
La Center, WA 98629
360-263-2782
www.ci.lacenter.wa.us

Applicants must allow 10 business days following submission of an application for the purpose of investigating the applicant. A non-refundable charge of \$20 is required. Please email permit to cityspace@ci.lacenter.wa.us or drop off in-person at City Hall.

Note: For a peddler or solicitor permit, each individual must complete a separate permit application.

THIS IS AN APPLICATION ONLY. NOT A PERMIT TO CONDUCT BUSINESS.

Type of Permit (See basic rules and summary information): ☐ Peddler ☐ Solicitor ☐ Street Vendor ☐ Exemption*

DATE: _____ Unified Business ID: _____

City of La Center Business ID/Endorsement: _____

Non-Profit 501(C)(3) : _____

*Exemption (Please provide justification per RCW 36.71.090 of why you are seeking exemption): _____

Certificate of Insurance attached? (See review & gather the checklist information)

APPLICANT INFORMATION

Applicant's Full Legal Name as Shown on ID (First, Middle, Last):

All other names used in the past two (2) years – include any shortened names or maiden names:

Residential Address: _____

(Include Apt/Suite #, City, State, and Zip Code)

Other Addresses in the past 10 years (include dates): _____

Daytime Phone: _____ Alternative Phone: _____

Email Address: _____

Place of Birth: _____ Date of Birth: _____

Social Security Number: _____

Driver's License Number & State Issued: _____

Have you ever had a street vendor or street vending license/permit denied, suspended, or revoked?

☐ NO ☐ YES If yes, please list the date, jurisdiction, and reason: _____

Have you been convicted of, or entered a plea of guilty or "no contest" to any criminal offense including any misdemeanor offense within the last ten years or any felony offense within the last ten years?

☐ NO ☐ YES If yes, please list the date, jurisdiction, and disposition: _____

Please list any convictions involving a sexual or violent offense against a child: _____

BUSINESS INFORMATION

Business Name: _____

DBA Name (if different from above): _____

Business Address (if different from residential address): _____

Business Phone: _____

Ownership Status: ☐ Sole Proprietor ☐ Corporation ☐ Partnership ☐ LLC

Will a vehicle be used in connection with the Street Vending operation? ☐ YES ☐ NO

If yes, provide the driver & vehicle information (if more than one vehicle/drive include information for each):

MAKE	MODEL	YEAR	COLOR	LICENSE PLATE #

DRIVER NAME	DRIVER LICENSE (DL) #	DL EXPIRATION DATE	DL STATE

Goods or Services to be sold: _____

Proposed location or area where business is to be conducted: _____

Days and Time when business is to be conducted: _____

Are you an employee of another Street Vending permit/license? YES NO

If yes, provide the business name, phone number, address of the employer and your relationship with the employer: _____

I hereby certify and declare under penalty of perjury under Washington State law that the statements furnished by me on this application are true and complete to the best of my knowledge and that I will comply with the provisions of the La Center Municipal Code in doing business in La Center. I understand that any untrue statement is cause for revocation of a permit. I hereby authorize the City of La Center to conduct a background investigation and obtain any and all information they may request concerning my criminal record. This information will be used for the purpose of determining my eligibility for a permit. I understand that I cannot operate until my application is approved and the permit is issued. I also understand that my application fees are not refundable, even if the application is withdrawn or denied.

Applicant Signature: _____ Date: _____

VENDORS, PEDDLERS, AND SOLICITORS' BASIC RULES AND SUMMARY INFORMATION
LA CENTER MUNICIPAL CODE TITLE 5, CHAPTER 5.40

Definitions (LCMC 5.40.020):

1. "Peddler" means any person who goes upon the premises of any private residence in the city, not having been invited by the occupant thereof, carrying or transporting goods, wares, merchandise or personal property of any nature and offering the same for sale.
2. "Solicitor" means a person, firm or corporation who engages in any oral or written request for a contribution, including the solicitor's offer or attempt to sell any property, rights, subscription, and/or services door-to-door.
3. "Vending unit" means a movable cart, kiosk, tent, trailer, vehicle or other structure from which business is conducted. The maximum permissible size for any vending unit shall be 144 square feet, inclusive of storage, vehicles, furniture, seating, and other appurtenances. The vending unit within a licensed motor vehicle shall exclude non-business-related areas such as a driving compartment.
4. "Vendor" means a person, firm or corporation who engages in a business of selling goods of any kind or description and who commonly conducts such business from a vending unit. A person so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with a storefront business or by conducting such temporary business in connection with, as part of, or in the name of a storefront business. [Ord. 2022-04 § 1 (Exh. A), 2022.]

Permit Required: It shall be unlawful for any person to engage in street vending, or to employ or hire another to engage in street vending, without possessing a valid permit.

Exemption: Farmers, Beekeepers, and Apiaries are exempt from obtaining a city business license but are still required to obtain a vendor permit. For further definitions, please contact City Hall at 360-263-2782.

State and City Business License/Endorsement: You need a business license from the State of Washington for a variety of reasons, in addition, you will need a city endorsement on your business license for doing business in La Center. The cost to obtain the City of La Center endorsement is \$50 for gross sales equaling \$2,000 or more. There is no cost for the endorsement if it is under the \$2,000 threshold. A complete list of frequently asked questions (FAQ) and the business license application process can be found online at www.dor.wa.gov

Permit for Vending on Public Property or Public Parks: Vendors are only allowed in public parks and public right-of-way when in conjunction with a city permitted special event. *A vending permit is not required to vend at a special event or on private property.*

Restrictions/Prohibitions: This permit is for vending on public property or public parks and **not** for vending on private property. Allowable – Please contact City Hall at 360-263-2782 for approved designated areas within city limits. Business shall only be conducted between the hours of 6:00 a.m. and 10:00 p.m. The city reserves the right to limit the number of vending permit sites in any given area.

Vending Units within a Licensed Motor Vehicle: May pass through and conduct business within public parks and residential areas but are prohibited from conducting business from one established location except as otherwise allowed. Business shall only be conducted between the hours of 6:00 a.m. and 10:00 p.m. and for no longer than three hours of operation at one allowable location.

Food Trucks: You will need to contact the Clark County Fire and Rescue to obtain a current permit. Please refer to their site for permitting and review at <https://clarkfr.org/> or <https://clarkfr.idtplans.com/secure/>.

Revocation of Permit: A permit may be revoked for fraud, misrepresentation or false statement contain in the application; in connection with the selling of products or services; conviction of the permittee of a felony or of a misdemeanor involving moral turpitude; any violation of the La Center Municipal code; or conducting the business in

such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

Expiration: All permits shall expire on December 31st of the year in which such permit has been issued. [Ord. 2022-04 § 1 (Exh. A), 2022.]

Appeal: A person aggrieved by the denial of an application for a permit, a permit renewal, or by the revocation of a permit shall have the right to appeal such administrative decision to the hearing examiner as provided in LCMC [18.30.130](#)(4)(b). [Ord. 2022-04 § 1 (Exh. A), 2022.]

REVIEW & GATHER THE CHECKLIST ITEMS REQUIRED TO APPLY FOR THIS PERMIT

- ✓ **Application**
- ✓ **Certificate of Insurance:** Vendor shall carry and maintain in force during the term of this permit an insurance policy for public liability and property damage in at least \$1,000,000.
- ✓ **If you are an employee of another Vending permittee:** Submit written verification of employment relationship signed by the employer.
- ✓ **Proof of State Business License and City of La Center endorsement**
- ✓ **Fee:** \$20 (Non-profit and qualified Exemptions = \$0)

Courtesy Review if You are Selling Food: There are different requirements and regulations in each county depending on where you operate your mobile food service truck or cart in the State of Washington. All persons acting as vendors, peddlers, and/or solicitors shall comply with all federal, state, and local laws, ordinances and regulations, including all health requirements. For Clark County, more information can be found at: www.clark.wa.gov/public-health

Questions?

If after reading this information, you have questions related to the permit application process, please contact:

Name: Hannah Shields

Phone: 360-263-8950

Email: hshields@ci.lacenter.wa.us

Online: www.ci.lacenter.wa.us/

Office: 210 E 4th Street, La Center, WA 98629