

STEP 1: APPLICATION



CITY OF PORTOLA – OPEN AIR VENDOR APPLICATION
 35 Third Avenue - PO. Box 1225 Portola, California 96122
 Fax: (530) 832-5418 - (530) 8324216 - www.ci.portola.ca.us

OFFICE USE ONLY

- Commercial Solicitor
- Itinerant Merchant
- Peddler
- Vendor
- Open Air Vendor

CONTACT INFORMATION

Name of Applicant		Contact Phone #
DBA (Doing Business As)		Alternate Phone #
Physical Mailing Address		Email Address

REQUIRED DOCUMENTS TO OBTAIN VENDING PERMIT		✓ (Office Only)
1	Type of Vending Items _ Retail/Merchandise _ Food Products (Pre-Packaged Only) _ Food Products (Cooked Only) _ Food Products (Cooked & Pre-Packaged) _ Food Products (Frozen Food)	
2	State Sales Tax Certificate	
3	Doing Business As (DBA) Certificate	
4	Proof of Auto Liability Insurance Coverage (State Requirements)	
5	Vehicle Information: Make: _____ Model: _____ Color: _____ Year: Vehicle License #: _____ State License Issued: _____	
6	Location Authorization Form & Restroom Facilities Agreement (Private Property Only)	

I, the undersigned applicant, do hereby certify that I am an authorized agent to act in behalf of said business: that all information contained herein is true and correct: and hereby agree to comply with all provisions pursuant to the City of Portola Code of Ordinance and all applicable State and Federal regulations. I further understand that every individual who conducts business for us in our representative whether acting as an employee, agent, independent contract and franchise, or otherwise as applicant is responsible for compliance with all provisions of City of Portola Code of Ordinance by every individual representative.

 Applicant Signature

 DATE

