



**City of Tacoma**  
**Finance Department/Tax & License Division**  
**747 Market Street, Room 212, Tacoma, WA 98402**  
**253-591-5252**  
**[www.tacoma.gov/taxandlicense](http://www.tacoma.gov/taxandlicense)**

**ALL OF THE FOLLOWING INFORMATION MUST BE COMPLETE BEFORE APPLICATION CAN BE PROCESSED**

- ☐ Location Plan(s) for 1<sup>st</sup> and 2<sup>nd</sup> location
- ☐ Route map if applying for two locations
- ☐ Required signatures
- ☐ If selling arts and crafts, a signed arts and crafts certification
- ☐ Application for Business License

**SIDEWALK VENDING APPLICATION**

Non-Refundable Application Fee of 100.00 ☐

Vendor Owner Name(s) \_\_\_\_\_

Owner Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Vending Business Name \_\_\_\_\_

Vending Location/Nearest Address \_\_\_\_\_

2<sup>nd</sup> Vending Location/Nearest Address (if applicable) \_\_\_\_\_

**1<sup>st</sup> vending location** (must show the public area, including street names, intersections, driveways, crosswalks, bus stops, abutting property owners and/or vendors of location)

N

W

E

S

**2<sup>nd</sup> vending location** (must show the public area, including street names, intersections, driveways, crosswalks, bus stops, abutting property owners and/or vendors of location)

N

W

E

S

**If selling only non-food items include** scale drawing of mobile unit, (include dimensions – length, width and height), Maximum length of carts (8) feet, (5) feet in heights. Show location of overhead coverage if using umbrella or canopy minimum clearance of (7) feet, maximum height of nine feet six inches (9. 5) and a maximum of 40 square feet in area is allowed. You may attach the manufacturer's specifications.

**Signature of Adjacent Property Owner/Legal Representative:**

I have reviewed the completed application and approve the vending location as described.  
(Consent revocation must be made in writing to the City of Tacoma Tax & License Division)

**Signature of Adjacent Business Owner/Legal Representative:**

I have reviewed the completed application and approve the vending location as described.  
(Consent revocation must be made in writing to the City of Tacoma Tax & License Division) (Proof of legal representative must be attached)

**Signature and name of adjacent vendor is required when selling within 25 feet of a vendor with similar merchandise:**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
I have reviewed the completed application and approve the vending location as described.

I have reviewed and understand Title 6B.180 of the Tacoma Municipal Code and understand that I am subject to all other City Ordinances and Regulations at all times. I understand that any changes to my cart, location or product will require a new application to be submitted along with a \$25 fee.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:**

Applications are processed on a first come first serve basis for each location. The Tax & License Division will notify the vending owner by phone when their sidewalk vending location application has been approved or denied. Once approved by the Tax & License Division and the Tacoma-Pierce County Health Department, the owner must submit to the Tax & License Division, the following **additional** information within 10 days.

1. ☐ Sidewalk Vending License fee of \$50.00. The Sidewalk Vending License must be renewed every 12 months to keep the approved location. License renewals will not be accepted prior to 30 days of expiration date, unless due to extenuating circumstances.
2. ☐ Business License Application (fee may be required).
3. ☐ Residential Business License may be required.
4. ☐ Certificate of Insurance as Per TMC Code 6B.180.040 (naming City of Tacoma and adjacent property owner as additional insured)
5. ☐ Plan Check Approval from Tacoma-Pierce County Health Department.