



# Outdoor Vendor Permit

## Application & Checklist

Fee: \$125.00

Please fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be reviewed until the application is completed and required information provided.

Vending Owner	Name:	
	Address:	
	City, State, Zip:	
	Phone:	
	Email:	

Vending Details	Business Name:	
	Permit Type:	<input type="checkbox"/> Outdoor (fixed location)
		<input type="checkbox"/> Outdoor (multiple locations)
		<input type="checkbox"/> Mobile (travel w/periodic stops)
		<input type="checkbox"/> Vending Stand
Selling food or beverage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Generally describe merchandise to be sold:		

Conveyance	Indicate from what type of conveyance the items will be sold (based on Permit Type above) and provide dimensions.					
	<input type="checkbox"/> Vending Stand		<input type="checkbox"/> Vending Trailer (Outdoor-fixed or multiple locations)		<input type="checkbox"/> Mobile Vehicle	
	Length:		Total Area:		Make:	
	Width:		This includes the trailer, seating, signage, and any area used in conjunction with the vending business.		Model:	
	Height:				Year:	
					License Plate:	

Proposed Location	Complete this section only if you checked "Outdoor (fixed location)" as the permit type.			
	Address or nearest address:		Property Ownership:	<input type="checkbox"/> Private property
	Describe location (i.e. parking lot):			<input type="checkbox"/> Public property
	Property zoning:			
	Is this location in an outdoor vendor park (vendors located together on the same property)?			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Applicant / Representative:** I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Property Owner / Authorized Agent:** I certify that I am the owner of the property this is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Vending Application Checklist

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1. **Application form.** Completed application form submitted to the Planning Department, 305 SW A Street, 2<sup>nd</sup> Floor. Contact at [aworley@bentonvillear.com](mailto:aworley@bentonvillear.com) or 479-271-3122 ext. 2.
2. **Fee.** Payment of the application fee.
3. **Photo.** A full face photograph of the applicant not less than 2" square or more than 3" square.
4. **Site plan.** A scaled site plan showing the location and dimension of the proposed conveyance and the specific area dedicated for vending activities, including seating and trash receptacles. If any of the following items are nearby, show the dimensions from the proposed location of the conveyance to the item.

Street intersection	Crosswalk	Driveway
Bus stop sign	Fire hydrant	Fire escape
Disabled parking space	Disabled ramp	Building entrance
Hospital, college, or university	Loading zone	
Driveway of police or fire station	Elementary, middle, junior or high school	
Entrance to food service business not owned by the vendor		
5. **Conveyance illustration.** Detailed drawing or photo of conveyance showing dimensions and location of any proposed signs.
6. **Property owner consent.** Written consent of the property owner, if applicable.
7. **Notification of adjacent property owner(s).** Letter from the adjacent property owner(s) or copy of certified mail receipt notifying adjacent property owner(s), if location is adjacent to a residential zoning district.
8. **Signage/Lighting.** Any signage displayed outside the vending area of the outdoor vending stand, trailer, or vehicle must be approved with a sign permit issued from the Building Inspections Department. Vending area shall not exceed 900 square feet.
9. **A&P Tax.** Proof of registration to pay A&P Tax. To register, contact:

Bentonville Advertising and Promotion Commission  
104 East Central Bentonville, AR 72712  
479-271-9153 Toll-free: 1-800-410-2535

Also required if selling food:

10. **Health Department Approval.** If selling food, a copy of a permit / approval from the Benton County Health Department.
11. **Mobile Food Vendor Wastewater Disposal Verification Form.** Please see the attached form. For questions, please call the Wastewater Department at 479-271-3161.
12. **Arkansas Department of Health Service Approval Form.** Please see the attached form. For questions, please call the Wastewater Department at 479-271-3161.

In addition to the above, mobile vendors must also provide the following:

13. **Driver's license.** Proof of driver's license for all drivers.
14. **Background check.** An Arkansas State police background check.
15. **License history.** Driver's license history report for all drivers.





# Arkansas Department of Health

4815 West Markham Street, Slot 46 • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000

## SERVICE AREA APPROVAL

(PLEASE PRINT)

**SERVICE AREA NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

*STREET*

*CITY*

*ZIP*

**THE ESTABLISHMENT LISTED BELOW HAS PERMISSION TO USE MY FACILITIES:**

**ESTABLISHMENT NAME**

**OWNER NAME**

\_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE** ( ) \_\_\_\_\_ - \_\_\_\_\_

The following services may be performed at my service area by the above units:

- Have access to facility at all times
- Have limited access to facility. If yes, access hours are:
- Have access to inside preparation facilities
- Store unit
- Wash out unit
- Wash, rinse, sanitize all food contact surfaces
- Fill with fresh water
- Dispose of waste water
- Store excess product
- Store product requiring refrigeration

**SERVICE AREA OWNER'S SIGNATURE**

*(Must be notarized)*

\_\_\_\_\_

STATE OF ARKANSAS

COUNTY OF



Subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ .

\_\_\_\_\_  
*Notary Public*

## Outdoor Vendor Regulations

See Zoning Code Article 601.16 for more details.

- Outdoor vending on public right-of-way and public property is permitted only in special outdoor vendor districts.
- Vending is not permitted on vacant lots, undeveloped property, or grass.
- Vending is not permitted in public parking spaces, in a public parking lot, or public park, including the Bentonville Square.
- There must be a minimum of 4 feet of clear passageway on a public sidewalk at all times.
- The area occupied by a vendor shall not exceed 900 square feet and must be located on a hard surface.
- Minimum distance from the conveyance:

<b>10 ft.</b>	Street intersection	Pedestrian crosswalk	Loading zone	
	Fire escape	Fire hydrant	Driveway	Disabled parking space or ramp
<b>15 ft.</b>	Building entrance			
<b>25 ft.</b>	Bus stop sign			
<b>50 ft.</b>	Driveway of police or fire station			
	Entrance of food services business not owned by vendor			
<b>100 ft.</b>	Hospital	College / University	Elementary, middle, junior or high school	

### Town Square Vendor District

- If you are approved for a permanent vendor permit in the Town Square Vendor District, and a special event is scheduled in the Town Square District, the permit is invalid during the time of the event. Should you want to vend during the event, you would need to be approved by the agency organizing the event.
- A vendor is permitted only one permit in this district.
- **Only vending stands are permitted.**
- All conveyances must be self-contained and should not receive electricity or water for adjoining buildings by means of wires, hoses, or other connections. Any cooking, heating, or warming units must be an integral part of the conveyance.

## Mobile Vendor Regulations

### Equipment:

- Convex mirror mounted on the front of the vehicle such that the driver in his normal seating position can see the area in front of the truck obscured by the hood.
- "SLOW CHILDREN CROSSING" sign printed in six inch black letters on yellow background on both the front and back of the vehicle.
- Passenger side mirror.
- Business name, address and phone number printed in 2" letters on each side of the vehicle.
- Trash receptacle.

### General Regulations:

- "Slow" signal arm shall be deployed when vehicle is stopped for vending purposes.
- The vehicle shall not be stopped for vending purposes when no customers are present.
- Vending shall take place from the right side of the vehicle.
- Vending shall not occur with a customer standing within the roadway.
- Vending shall only include prepackaged products.
- Vehicles shall not be operated in reverse to accommodate a customer.
- Mobile food vending shall only take place on streets where on-street parking is allowed.
- No vending within 500 feet of a school while school is in session and one hour before and after school is in session.
- Mobile food vendors shall be allowed to engage in the business of vending only between 10 am and 30 minutes before sunset.
- "Slow" signal arm that can be extended horizontally from the left side of the truck. This arm shall be yellow with six inch black lettering and two alternating flashing amber lights three to five inches in diameter. The bottom of the signal arm shall be approximately 42" above the roadway or street.
- The vehicle shall be lawfully parked or stopped before vending can take place.
- Outdoor vending on public right-of-way and public property is permitted only in special outdoor vendor districts.
- Vending is not permitted on vacant lots, undeveloped property, or grass.
- Vending is not permitted in public parking spaces, in a public parking lot, or public park.
- There must be a minimum of 4 feet of clear passageway on a public sidewalk at all times.
- The area occupied by a vendor shall not exceed 900 square feet and must be located on a hard surface.

## Wastewater Disposal

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A clean environment while serving food is good for your customers and your community. Waste water from your mobile food business must be disposed of properly to avoid clogging sewer lines or polluting the environment. Even on the go, there is much you can do to protect the environment and avoid fines.

### Did you know?

That a Mobile Food Vendor must do the following to comply with the City of Bentonville Fats, Oil and Grease Control Program.

- Submit a copy of the Arkansas Department of Health Service Approval Form to the City of Bentonville Pretreatment Division for review.
- Must fill out and submit a Mobile Food Vendor Wastewater Disposal Verification Form to the below:

City of Bentonville Wastewater Utilities Pretreatment Division

1901 NE A Street, Bentonville, AR 72712

[pretreatment@bentonvillear.com](mailto:pretreatment@bentonvillear.com)

479-271-3161

- If planning to discharge your grease waste within the city limits of Bentonville, you must contact the Pretreatment Division to have the proposed grease waste discharge location inspected and approved by the Pretreatment Division.

### Proper Etiquette for Disposing Grease Waste

#### Do:

- Collect all wastewater from utensil washing in a screen-covered container.
- Collect used cooking oil in a closed container.
- Use a waste grease recycling service or properly permitted recycling/disposal facility for the collection, recycling, or disposal of used cooking oil.

#### Don't:

- Dispose of any wastewater on the ground, down any storm drain, or sanitary sewer manhole.
- Dispose of any utensil washing wastewater down toilets. Toilets are not connected to grease control devices.
- Dispose of any wastewater at a car wash or any other location not authorized to receive hauled liquid waste or not designated as the approved disposal site for your mobile food vending operation.
- Dispose of utensil washing wastewater down any drain unless it has been verified with the City of Bentonville Pretreatment Division that the drain goes to a GCD approved by the City of Bentonville Pretreatment Division to accept such waste.
- Dispose of any used cooking oil to any drain, even if it is connected to a GCD. This waste must be recycled or disposed of using facilities permitted to accept such waste.
- Break the law. Disregarding any of these prohibitions violates City of Bentonville Pretreatment Ordinance #2012-65, with each violation of our code carrying a maximum penalty of \$1,000.00 per violation per day.