



CITY OF CLEVELAND  
Mayor Frank G. Jackson

**INSTRUCTIONS  
VENDOR LOCATION PERMIT  
CENTRAL BUSINESS DISTRICT  
ZONE 2 PARADE**

**CITY OF CLEVELAND  
DEPARTMENT OF FINANCE**  
Division of Assessments and Licenses  
601 Lakeside Avenue, Room 122  
Cleveland, Ohio 44114

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Phone: 216.664.2264

Hours of Operation  
8am to 5pm Weekdays

DALLicenses@city.cleveland.oh.us

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**When do you need a Vendor Location  
Central Business District Zone 2 Parade Permit**

Any person wishing to sell, offer or display for sale, or solicits another to purchase, for present or future delivery any goods, wares, merchandise, subscriptions, services, commercially packaged foods or beverages on a designated parade day within specific areas within the Central Business District as defined by the attached map(s).

This is a one (1) day permit that is valid for the designated parade day. This permit is valid for three (3) hours before, during, and two (2) hours after the parade.

City of Cleveland Codified Ordinance §675, Street Vendors.

City of Cleveland Peddler Rules and Regulations.

City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.

**How to obtain and/or submit Vendor Central Business District Zone 2 Parade Permit application**

In Person: Cleveland City Hall, Division of Assessments and Licenses, 601 Lakeside Avenue, Room 122, Cleveland, OH 44114. Applications are accepted Monday-Friday, 8:00 am – 5:00 pm.

**What to bring or submit to the Division of Assessments and Licenses**

- 1) Completed and signed application per participant.
- 2) A copy of a current and valid government issued identification.
- 3) Fee of \$25.00 per parade event. Fees are payable by cash, check or credit card. This fee is non-refundable. Make checks payable to the City of Cleveland.



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Date:	Fee: \$25.00 per parade event - Non refundable
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**SECTION A - APPLICANT INFORMATION**

Name			
Address			
City		ST	Zip
Telephone		Email	
Federal ID or Social Security Number			

**SECTION B - BUSINESS / CORPORATION INFORMATION**

Name of Business or Corporation			
Address			
City		ST	Zip
Telephone		Email	

**SECTION C - EVENT INFORMATION**

Name of Event	Date of Event
Location	

Description of vending device or temporary structure

Detailed description of products sold

**SECTION D - DECLARATION**

**Applicant hereby acknowledges that he/she has read and understands Codified Ordinances §675.04 (Permits Required), §675.06 (Permit: Zones Within the Central Business District), §675.09 (Regulations Governing Vendors), §675.10 (Revocation or Suspension of License or Permit; Appeals) and §675.99 (Penalty). Applicant also acknowledges that he/she has read and understands the City of Cleveland Peddler Rules and Regulations. Applicant understands the obligations of operating as a Street Vendor within the Central Business District**

**APPLICANT SIGNATURE**

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**OFFICE USE ONLY**

Signature		Date	
Director of Capital Projects		<input type="checkbox"/> Yes	<input type="checkbox"/> No



CITY OF CLEVELAND  
Mayor Frank G. Jackson

**INSTRUCTIONS  
VENDOR LOCATION C.B.D  
ZONE 2 PARADE  
IDENTIFICATION BADGE**

**CITY OF CLEVELAND  
DEPARTMENT OF FINANCE**  
Division of Assessments & Licenses  
601 Lakeside Avenue, Room 122  
Cleveland, Ohio 44114

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Phone: 216.664.2264

Hours of Operation  
8am to 5pm Weekdays

DALLicenses@city.cleveland.oh.us

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**When do you need a Vendor Identification Badge**

Any person or entity wishing to sell, offer or display for sale, or soliciting another purchase, for present or future delivery:

1. Any goods, wares, merchandise, subscription services, prepackaged frozen desserts, commercially prepackaged food or beverages

This is a temporary license that expires same day of the designated parade.

City of Cleveland Codified Ordinance Codified Ordinance §675 Street Vendors.

**City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.**

**How to obtain and/or submit a Vendor Identification Badge application**

In Person: Cleveland City Hall, Division of Assessments and Licenses, 601 Lakeside Avenue, Room 122  
Cleveland, OH 44114. Applications will be accepted Monday – Friday, 8:00 am – 5:00 pm.

**What to bring or submit to the Division of Assessments and Licenses**

- 1) Completed, signed and notarized application.
- 2) A copy of current and valid government issued identification.
- 3) For prepackaged frozen dessert vendors only –
  - Complete pages 3 and 4, sign and notarize affidavit
  - A State of Ohio BCI Background check issued within forty-five (45) days of application submission
- 4) Fee of \$60.00. Fees are payable by cash, check or credit card. This fee is non-refundable. Make checks payable to the City of Cleveland.



**CITY OF CLEVELAND**  
Mayor Frank G. Jackson

**VENDOR LOCATION C.B.D  
ZONE 2 PARADE  
IDENTIFICATION BADGE  
APPLICATION**

**CITY OF CLEVELAND  
DEPARTMENT OF FINANCE**  
Division of Assessments & Licenses  
601 Lakeside Avenue, Room 122  
Cleveland, Ohio 44114

Phone: 216.664.2264	Hours of Operation 8am to 5pm Weekdays	DALLicenses@city.cleveland.oh.us
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Date:	Fee: \$60.00 - Non refundable
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**SECTION A - TYPE OF VENDOR**

- PREPACKAGED FROZEN DESSERTS (AFFIDAVIT AND BCI BACKGROUND CHECK)**
- GENERAL MERCHANDISE**
- GENERAL MERCHANDISE WITH PEANUTS**

**SECTION B - APPLICANT INFORMATION**

Name					
Address					
City			ST	Zip	
Telephone		Email			
Date of Birth		Social Security Number			
Eye Color		Hair Color			
Weight	Height	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	

**SECTION C - CORPORATION / BUSINESS INFORMATION**

Name					
Address					
City			ST	Zip	
Telephone		Email			
Federal ID Number		Permit Number			

**IF NOT THE OWNER**

Employer Name					
Address					
City			ST	Zip	
Telephone		Email			
Federal ID Number		Permit Number			

**SECTION D - DECLARATION**

I declare under penalty of perjury that the above information is true and correct. I understand that if this information is found to be fraudulent, the license/permit issued in association with this statement will be revoked. Applicant hereby acknowledges that he/she has read and understands Codified Ordinances, §241 (Mobile Food Shops) and §675 (Street Vendors) and understands the obligations of a vendor under these codified ordinances.

**SIGNATURE OF APPLICANT**

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<b>OFFICE USE ONLY</b>	
<b>ASSESSMENTS AND LICENSES</b>	
LICENSE NUMBER	
DATE ISSUED	



**CITY OF CLEVELAND**  
Mayor Frank G. Jackson

**VENDOR IDENTIFICATION BADGE  
PREPACKAGED FROZEN DESSERT  
VENDOR AFFIDAVIT**

**CITY OF CLEVELAND  
DEPARTMENT OF FINANCE**  
Division of Assessments & Licenses  
601 Lakeside Avenue, Room 122  
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Pursuant to Section §675.09 of the Codified Ordinances of the City of Cleveland, please indicate if you have ever been charged, convicted of, or pled guilty to any of the following offenses.

OFFENSE	CHARGED			CONVICTED		
	Yes	No	N/A	Yes	No	N/A
An offence involving a minor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A sexual oriented offense, including but not limited to: corruption of a minor; sexual imposition; importuning; voyeurism, public indecency; procuring; soliciting; prostitution; loitering for the purpose of engaging in prostitution; disseminating material harmful to juveniles; deception to obtain material harmful to juveniles; possession of obscene material involving a minor; possession of sexually oriented material involving a minor; possession of nudity-oriented material involving a minor; displaying matter harmful to juveniles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An assault within seven (7) years after service of sentence, conviction or guilty plea.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unlawful possession of weapons within five (5) years after conviction or guilty plea.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A homicide offense in Ohio under Revised Code Chapter §2903 or a substantially similar homicide offense under any municipal or state law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SIGNATURE OF APPLICANT**

State of Ohio  
County of Cuyahoga

I, \_\_\_\_\_ the Applicant or Applicants, being first duly sworn, depose and state that the answers to the foregoing questions and other statements contained herein are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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



CITY OF CLEVELAND  
Mayor Frank G. Jackson

**VENDOR IDENTIFICATION BADGE  
PREPACKAGED FROZEN DESSERT  
VENDOR AFFIDAVIT**

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List the number of times you have ever been cited, charged, arrested, or convicted. Include traffic violations, felony and misdemeanor charges and/or convictions. Give details of each charge.

**This section must be completed before a license is issued.**

Date of Charge	Type of Offense	City, ST of Charge/Conviction	Fine/Sentence

I declare under penalty of perjury that the above information is true and correct. I understand that if this information is found to be fraudulent, the license/permit issued in association with this statement will be revoked. Applicant hereby acknowledges that he/she has read and understands Codified Ordinances, §675.09 (Regulations Governing Vendors) and understands the obligations of a person vending pre-packaged frozen desserts with the City of Cleveland under this codified ordinance.

**SIGNATURE OF APPLICANT**

**OFFICE USE ONLY**

	Signature	Date
City Council notification		<input type="checkbox"/> Yes <input type="checkbox"/> No

# VENDOR RULES AND REGULATIONS

(Vending in Zones, 1,2,3 Effective November 28, 2011  
& Mobile Vending in the Central Business District Effective June 12,2014)

Pursuant to Section 675.06 and 675.061 of the Codified Ordinances of the City of Cleveland, the Director of Capital Projects hereby establishes the following zone boundaries and regulations for permissible vending in the Central Business District. These regulations do not apply to the Temporary Sidewalk Occupancy Permits issued under Chapter 508.

## A. PERMIT REQUIRED

- (1) A permit is required in each of the following circumstances when vending is occurring upon the highways, streets, or sidewalks, or to business invitees upon or from private property:
  - a. No person shall engage in vending upon or from private property anywhere in the City without a permit issued in accordance with Section 675.05;
  - b. No person shall engage in vending upon or from a fixed location on a sidewalk within the Central Business District without a permit issued in accordance with Chapter 508 and without a permit issued in accordance with Section 675.06;
  - c. No person shall engage in vending while moving continuously from place to place on the highways, streets or sidewalks of the Central Business District without a permit issued in accordance with Section 675.061;
  - d. No person shall engage in vending upon or from a fixed location on a sidewalk outside of the Central Business District without a permit issued in accordance with Section 675.07;
  - e. No person shall engage in vending while moving continuously from place to place on the highways, streets, or sidewalks outside of the Central Business District without a permit issued in accordance with Section 675.08.
- (2) In addition to the above permit requirements, in order to engage in vending, a vendor must also obtain a vendor's license under Codified Ordinance Sections 675.02 or 675.03 from the Commissioner of Assessments and Licenses.

## VENDOR RULES AND REGULATIONS

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#### B. ESTABLISHED ZONES (Section 675.06) (SEE ATTACHED MAP)

The times and hours for the specific zones are as follows:

- Zone 1- Event days only. Limited to three (3) hours before the event during the event and two (2) hours after the event. Peddling permitted only on sidewalks within the zone boundaries, should not be on private property or inside any of the malls/parks. No peddling allowed North of Lakeside Avenue (i.e. Municipal Lot, Burke Lakefront, Voinovich Park area). Fee is \$125.00 per year.
- Zone 2- Parade Days only. Limited to three (3) hours before the parade, during the parade and two (2) hours after the parade. Peddling permitted only on sidewalks within the zone boundaries. Fee is \$25.00 per event. Length of permit is one (1) day.
- Zone 3- Event days only at the Cleveland State University Convocation Center/Gateway. Limited to three (3) hours before the event, during the event and two (2) hours after the event. Peddling permitted only on the sidewalks within the zone boundaries. Fee is \$125.00 per year.

To avoid undue pedestrian and vehicular congestion, only 50 vendor permits will be issued for Zone 3 in a given permit period. This limitation does not apply to the issuance of sidewalk occupancy permits under C.O. Chapter 508. If more than 50 applications are received to Vend in Zone 3, a random selection or lottery will be used to select 50. If deemed desirable by the Director of Capital Projects, the selection process may cover more than one permit year.

#### East 9<sup>th</sup> Street

Only 10 vendors will be permitted to vend on the part of East 9<sup>th</sup> Street included in Zone 3. Those 10 will be selected randomly from the 50 applicants initially selected, or from all applicants, if 50 or fewer applications are received.

The Director of Capital Projects will specify whether the eligibility to vend on East 9<sup>th</sup> Street is for only part of the permit or for an entire permit year. At the discretion of the Director, the permit year may be divided into distinct periods of time, and a selection of persons eligible to vend on East 9<sup>th</sup> Street may be made for each such distinct period. No Zone 3 permitted vendor,



## VENDOR RULES AND REGULATIONS

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other than those specifically authorized, shall vend on East 9<sup>th</sup> Street.

### C. MOBILE VENDING IN CENTRAL BUSINESS DISTRICT (Section 675.061)

To avoid undue pedestrian and vehicular traffic congestion, only 5 permits within the Central Business District will be made available for mobile vending in a given permit period. Those 5 will be randomly selected from the applications submitted within the allowable time of June 15 thru July 15, in which a permit will be issued and shall cover the period beginning August 1<sup>st</sup> and ending July 31<sup>st</sup> of the following year.

No mobile vendor shall operate upon or from a fixed location on a sidewalk without a permit issued under Section 675.06 or Chapter 508.

No mobile vendor should operate from any restricted area shown in the attached map.

No mobile vendor should operate from any private property without first obtaining a permit under Section 675.05.

No mobile vendor should engage in vending between the hours of midnight and 6am.

All vendors shall comply with all requirements of applicable federal, state and local laws, including, without limitation, the City's Fire Prevention Code and State of Ohio Fire Code.

### D. SUSPENSION OR REVOCATION OF PERMIT

Adherence to the zone boundaries must be maintained, as there will be strict enforcement. Failure to operate within the zone boundaries and failure to comply with the terms of this Chapter (675) or with any law, rule or regulation relating to vendors or encroachments in the right-of-way of the City may result in suspension of permit. Continued violations may result in revocation of permit by the Director of Capital Projects and revocation of vendor's license by the Commissioner of Assessments and Licenses.

### E. PENALTY

## VENDOR RULES AND REGULATIONS

### Page 4 of 5

All vendors shall comply with the requirements of Chapter 675 and are subject to the penalty provisions under Section 675.99.

#### F. DISPLAY AND SELLING OF MERCHANDISE

1. No merchandise shall be displayed on fountains, trash receptacles, planters, trees, lamp posts, light poles, street furniture or any other city-owned property.
2. No merchandise shall be displayed or sold at a location which hinders or restricts access to a telephone booth, mailbox, parking meter, fire alarm call box or traffic control box.
3. No vendor's display stand, cart, container or other appurtenance or paraphernalia shall be set up along street planting, street furniture, buildings or dug into the grass.
4. Vendor's display stand, cart or container shall not be larger than 12 feet in length and 3 feet in width, must be on wheels and capable of being moved by one person.
5. No vendor shall make any loud or unreasonable noise for the purpose of advertising or drawing attention to merchandise or for any other purpose.

#### G. RIGHT-OF-WAY OBSTRUCTION

1. No merchandise shall be displayed or sold to the occupants of vehicles stopped in traffic or displayed or sold from a vehicle stopped in traffic.
2. No merchandise shall be displayed or sold in a manner that blocks, obstructs or restricts the free passage of pedestrians or vehicles in the lawful use of the sidewalks or highways or ingress or egress to the abutting property.
3. No tents allowed on the city's right-of-way.
4. No vendor shall sell or display merchandise:
  - a. At any location where the sidewalk is less than ten (10) feet in width;
  - b. Within ten (10) feet of a crosswalk;

## VENDOR RULES AND REGULATIONS

Page 5 of 5

- c. Within twenty (20) feet of another location including vendors with multiple locations;
- d. Within ten (10) feet of any doorway or the prolongation of any doorway width to the curb line.

### H. MAINTENANCE OF VENDING AREA / DEVICE

- 1. Each vendor shall remove all merchandise, packaging, paper, containers, display stands or tables, or other materials brought to the location at the termination of sales each day. No permanent stands or displays will be permitted, and are on a first come first serve day by day basis.
- 2. Each vendor during the period of selling shall keep the area they are selling in free from all litter and debris arising from their operation and insure that the area is cleaned on departure from the peddling area.
- 3. Each vending device must be aesthetically appropriate (clean and free from damage, rust, and corrosion) for vending.

### I. MODIFICATIONS, DELETIONS OR ADDITIONS

The Director of Capital Projects may modify, delete, or add to these regulations as deemed appropriate.



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Matthew L. Spronz, Director  
Mayor's Office of Capital Project