



CITY OF CLEVELAND
Mayor Frank G. Jackson

APPLICATION VENDOR IDENTIFICATION BADGE

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

When do you need a Vendor Identification Badge?

A Vendor Identification Badge is required for any person selling, offering or displaying for sale, or soliciting another to purchase, for present or future delivery, any goods, wares, merchandise, subscriptions, services, pre-packaged frozen desserts, commercially pre-packaged foods and beverages from, in, upon, along, or through the highways, streets, or sidewalks, door-to-door on residential property, or in the open air or from a temporary shelter or vending device upon private property.

For more information regarding this permit, please refer to the City of Cleveland 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 and signed application.
- 2) **Copy** of a current and valid government issued identification.
- 3) **Copy** of the vending permit issued by the Division of Assessments and Licenses. **(This requirement does not apply to applicants for Special Events Only ID Badges)**
- 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.

For Pre-Packaged Frozen Desserts Only

In addition to the above information, the following documentation must be submitted for **each** individual that vends pre-packaged frozen desserts:

- 1) Completed Frozen Dessert Affidavit
- 2) **Copy** of your State of Ohio BCI check results. Please note that BCI reports will be accepted where the BCI completion date is within one year of application submission

For Special Events Only ID Badges

Out-of-Town applicants can mail a USB Flash Drive containing one (1) picture of each applicant saved as a JPEG (.jpg) file labeled last name then first name. On this same drive, please submit a complete listing of all vendors in Excel (.xls) format included on the flash drive. Please note that flash drives will not be returned.



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Date:	Type: (Circle One) New - \$60.00 Replacement - \$10.00 All Fees are Non-Refundable
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SECTION A - TYPE OF VENDOR

<input type="checkbox"/> MERCHANDISE OR PRE-PACKAGED FOODS & BEVERAGES	<input type="checkbox"/> SUBSCRIPTIONS OR SERVICES	<input type="checkbox"/> PRE-PACKAGED FROZEN DESSERTS	<input type="checkbox"/> SPECIAL EVENTS ONLY
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Name:	Current Vendor ID Badge # (if any):	
Address:		
City:	State:	Zip:
Telephone #:	Email:	
Date of Birth :	Social Security Number:	
Eye Color:	Hair Color:	
Weight:	Height:	

SECTION B - CORPORATION / BUSINESS INFORMATION

Name:	Approved Vending Permit #: <small>(Special Events Only - Leave Blank)</small>	
Name of Owner or Manager:		
Address:		
City:	State:	Zip:
Telephone #:	Email:	
Description of vending device or temporary structure:		
Detailed description of products sold, offered or displayed:		

SECTION C - 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 Ordinance §675 (Street Vendors) and understands the obligations as described under this Chapter.

SIGNATURE OF APPLICANT

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OFFICE USE ONLY

LICENSE NUMBER

DATE ISSUED