



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

## Finance Office

300 Sixth Street  
Telephone: (605) 394-4143  
FAX: (605) 394-2232  
Web: [www.rcgov.org](http://www.rcgov.org)

### APPLICATION FOR A SIDEWALK VENDING LICENSE

ANNUAL LICENSE EFFECTIVE THROUGH DECEMBER 31<sup>ST</sup> – ANNUAL FEE: \$100.00

Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Business Name \_\_\_\_\_  
Business Mailing Address \_\_\_\_\_  
Business Phone \_\_\_\_\_  
Type of Business \_\_\_\_\_  
Means Used to Conduct Business: (i.e. description of mobile container/device used)  
\_\_\_\_\_  
\_\_\_\_\_

If the business is a Partnership or Corporation, please list the names and addresses of each partner or officer:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

Previous Experience in the Business (*New Applicants Only*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A valid copy of all necessary permits required by State and County health authorities must be submitted with this application.**

I, \_\_\_\_\_, hereby certify that the business listed above is operated in compliance with all applicable requirements of the City Ordinance and State Law.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROCESS FOR SIDEWALK VENDING LICENSE

1. Fill out application with the Finance Office. Complete application and include Sales Tax License, Permit issued by the State Dept of Health for food related establishments, and description with dimensions of means used to conduct business. They should visit Vicki in GM to look at the map to see where they want their vending location to be. Once the location is selected and approved through City Council, this location will be yours as long as it's renewed yearly. It can not be given to someone else, unless the license has expired.
2. Applicant pays a non-refundable fee of \$100 for the sidewalk vending license. This fee is paid annually, expiring December 31<sup>st</sup> of each year. If the license expires, the permit also expires.
3. The application and forms are submitted to the Attorney's Office and placed on the Legal and Finance agenda. If approved at L&F, item goes to City Council. If Council approves license, then the applicant pays the \$250 non-refundable vendor permit fee with Finance and continues the process with Growth Management. The permit fee is a one time fee and is effective as long as the sidewalk vendor license remains current.
4. Only complete applications will be accepted. Please make sure the following items are submitted to GM for the permit:
  - a. The location number from the approved vendor location map for which the Sidewalk Vendor permit is requested;
  - b. (4) copies of a complete and dimensioned site plan showing the area of the sidewalk vendor and the pedestrian clear path on the sidewalk, the adjacent curb face, the location, design and color of vending unit, awnings, umbrellas, trash receptacles, heaters and signage;
  - c. Vicinity sketch;
  - d. Certificate of Insurance proving commercial insurance coverage of at least \$2,000,000 per occurrence for bodily injury, death, disability, and property damage liability with the City of Rapid City named as an additional insured;
  - e. A copy of a valid sidewalk vendor license approved by the Rapid City Council per 5.56 of the Municipal Code;
  - f. A copy of the permit issued by the State Dept of Health for food related establishments and a written statement describing the type of items to be sold.
5. Sidewalk Vendor Permits are issued on a first come, first serve basis. Each complete application will be time and date stamped to document the order of submittal.