

**FOR OFFICIAL USE ONLY**  
APPLICATION FEE

\_\_\_ Existing License Renewals \$10 + \$5 per employee  
(finance code VENDP – BKGRND)  
All others \$20 (finance code \$10 VENDP –  
APFEE and \$10 VENDP - BKGRND) +  
\$10/employee (finance code VENDP –  
BKGRND) Non Refundable  
\_\_\_ Cash \_\_\_ Visa \_\_\_ Check # \_\_\_

**FOR OFFICIAL USE ONLY**

LICENSE FEES

\_\_\_ PAYMENT RECEIVED (CITY EMPLOYEE INITIAL)  
\_\_\_ Cash  
\_\_\_ Check # \_\_\_  
\_\_\_ Visa  
(Finance Code VENDP – LICFEE)

SIDEWALK FOOD VENDOR APPLICATION  
OCC 3-14

This application is to be completed by individuals, whether residents of the City or not, who on foot, by wagon, cart or otherwise use the public sidewalks within the corporate limits of the City of Ontario as a place from which to barter, sell, convey, offer for sale or otherwise transfer food products, whether prepared, cooked, raw, frozen or otherwise to purchasers. **Fee Exemptions: Persons engaged in interstate or foreign commerce; every disabled veteran of the United States; every disabled person; and any charitable, religious, patriotic or philanthropic organization, society, association or corporation.**

1) Applicant Full Legal Name: \_\_\_\_\_

Alias Name(s) If Any: \_\_\_\_\_

Height: \_\_\_\_\_; Weight: \_\_\_\_\_; Date of Birth: \_\_\_\_\_; SSN: \_\_\_\_\_

Driver=s License/ID No.: \_\_\_\_\_ and State of

Issue \_\_\_\_\_;

Race: \_\_\_\_\_; Distinguishing Marks (scars, tattoos, etc.): \_\_\_\_\_

2) Complete permanent home and local address of Applicant:

Address & Apartment #	City	State	Zip	Phone
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3) Brief description of the nature of the business and the goods to be sold:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 4) If employed in connection with sidewalk vending, the name and address of the employer, together with credentials therefrom establishing the exact relationship.

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Employer Name	Address	City	State	Zip	Phone
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- 5) Length of time desired for right to do business: \_\_\_\_\_

- 6) Source of supply of the goods proposed to be sold and the proposed method of delivery:

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- 7) \_\_\_\_\_ Permit Fees are as follows:  
\_\_\_\_\_ \$25 per month (30 day period)  
\_\_\_\_\_ \$75 per year (July 1 to June 30)

Total Permit Fee: \_\_\_\_\_ (#) employees x permit fee x days ÷ 2 = \_\_\_\_\_

\_\_\_\_\_ Fee Exempt Organization (**See Fee Exemptions Above**)

- 8) Attach two (2) copies of a photograph of Applicant taken within two (2) years from the date of application, which picture shall be approximately two inches by two inches (2" x 2") showing the head and shoulders of the applicant in a clear and distinguishing manner.
- 9) Attach written communication from all property owners owning property immediately adjacent to the public sidewalk on which applicant proposes to operate, stating that said property owners have no objection to Applicant operating on the public sidewalk adjacent to the owner=s property.
- 10) Attach a copy of Applicant=s current Oregon State Health Department permit for the conduct of the proposed food sales business.
- 11) Attach a statement as to whether or not the Applicant has been convicted of any crime, misdemeanor or violation of any Municipal Ordinance, other than traffic violations, the nature of the offense and the punishment or penalty assessed therefor.
- 12) Upon signing this Application, Applicant authorizes the City of Ontario to conduct a full criminal and financial background investigation and to obtain such other information as the City Recorder or Police Chief may require.

INFORMATION TO APPLICANT - PLEASE READ CAREFULLY BEFORE SIGNING.

Upon receipt of any application as provided by Ontario City Code, the Chief of Police shall cause an investigation to be made of the Applicant and his/her proposed operation.

If, as a result of such investigation, the character or business responsibility of the Applicant is found to be unsatisfactory, the Chief of Police shall endorse on the Application his disapproval and his reasons for the same and he shall notify the Applicant that his application is disapproved and that no license may be issued.

If, as a result of the investigation, the character or business responsibility of the Applicant are found to be satisfactory, the Chief of Police shall endorse on the application his approval and return the approved original application to the City Recorder, who, upon receipt of the license fee, shall deliver the license to the Applicant. The license shall contain the signature of the issuing officer and shall show the name and address of the licensee, the type of goods to be sold thereunder, the amount of fee paid, the date of issuance, and the length of time the license is in effect. The City Recorder shall keep a record of all licenses issued.

Since the Applicant must provide a copy of the Oregon State Department of Health permit to the City, the City shall assume no responsibility for the quality of the food products or services in preparing the food products which are to be offered for sale by the applicant.

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

\_\_\_\_\_  
Date

**TO BE COMPLETED BY CITY OF ONTARIO CHIEF OF POLICE OR HIS DESIGNEE:**

I \_\_\_\_\_ have conducted an investigation of the Applicant and his/her proposed operation.

\_\_\_\_\_ I hereby APPROVE this application and authorize a license to be issued to the Applicant.

\_\_\_\_\_ I hereby DENY this application for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CHIEF OF POLICE

## **NOTICE TO APPLICANT UPON APPROVAL**

A license issued under this section may be revoked by the Chief of Police after notice and hearing for any of the following causes:

- a) Fraud, misrepresentation or false statements contained in the application for a license;
- b) Fraud, misrepresentation or false statement made in the course of carrying on the licensed activity;
- c) A violation of Section 3-14 of the Ontario Municipal Code;
- d) Conviction of any crime or misdemeanor involving moral turpitude;
- e) Revocation of the Oregon State Department of Health permit; or
- f) Conducting the licensed activity in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.
- g) Hearing and appeal information is provided in Ontario Municipal Code Section 3-14(H)2 through 3-14(I).

In addition to the suspension or revocation of any license issued under Section 3-14 of the Ontario Municipal Code, any person who violates any provision of that Section commits a Class B civil violation, and shall be subject to the penalty provided in Section 1-4-1 of the Ontario Municipal Code.

### **ADDITIONAL REQUIREMENTS/PROVISIONS**

**Reapplication:** No licensee whose license has been revoked shall make further application until a period of at least six (6) months has elapsed since the last previous revocation.

**Renewals:** No investigation fee shall be required, and except for providing a copy of the most recent Health permit, none of the above information need be furnished, on applications for renewals of existing licenses.

**Hours of Operation:** Except on days and in the area for which the City Council has issued a permit for use of the public right of way for special events, such as Oktoberfest, no Sidewalk Food Vendor shall conduct any activity covered by this section before sunrise or after sunset as established by the times published in the local newspaper for any particular day.

**Areas of Operation:** Sidewalk food vendors shall only be permitted to operate in areas of the City, which are zoned with one of the commercial designations or the public facility designation as set forth in the City of Ontario zoning ordinances.

**Duty of Police to Enforce:** It shall be the duty of the Ontario Police to require any sidewalk food vendor who is not known by such officer to be duly licensed, to produce his license and to enforce the provisions of this Section against any person found to be violating the same.

**Records:** The Chief of Police shall report to the City Recorder all convictions for violation of this Section and the City Recorder shall maintain a record for each license issued and record the reports of violations therein.