



**James Turcio**  
Building Official  
Issuing Authority

City of New Haven  
BUILDING DEPARTMENT  
**Permit & License Center**

200 Orange Street, Room 501 ▪ New Haven, Connecticut 06510  
Phone: 203-946-8388  
[www.cityofnewhaven.com](http://www.cityofnewhaven.com)



**Toni N. Harp**  
Mayor

# Food Vendors

## (Food Truck/Cart)

# Special Events

**Events in Special Vending District (SVD):**

*Vendors who currently have spots in the Special Vending Districts (SVD) must be invited by event organizers to participate and must be listed in the Vending Umbrella License application submitted by Event organizer!  
Those who are not listed will receive an email/Certified letter stating you cannot vend in your spot during the event.*



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 Mayor

## Food Vendors at Special Events

**Effective March 1, 2018:**

Event Organizers who invite Food Truck/Cart Vendors to participate in a Special Event must apply for a

### **Vending Umbrella License:**

The event organizer is responsible for applying for a Vending Umbrella License, and shall collect and provide the following documentation:

<p><i>If Vendor <u>not currently licensed</u> with City of New Haven          Provide the following:</i></p> <ul style="list-style-type: none"> <li>✓ Health Dept. Paid receipt</li> <li>✓ <i>If applicable</i> - Catering Certificate (Catering - Charging at event)</li> <li>✓ Valid Government Issued ID of owner</li> <li>✓ CT. Sales Tax</li> <li>✓ Certificate of Liability Insurance-naming The City of New Haven as a Certificate Holder</li> </ul>	<p><i>If Vendor <u>currently holds a valid license</u> with the City of New Haven          Provide the following:</i></p> <ul style="list-style-type: none"> <li>✓ Provide Business Name</li> <li>✓ Copy of a valid Vendor License</li> </ul>
<p><i>The above referenced documentation must be collected for each invited vendor and must be submitted upon application.  <b>Applications with missing vendor documentation will not be accepted!</b></i></p>	

### **Fee for the Vending Umbrella License is:**

**\$60.00** (sixty dollars) per vendor/per day

### **Fee Waived for:**

- **Vendors currently licensed with City of New Haven**  
 (but must still include them in application and provide documentation)
- **Veterans that show proof of DD214**
- **Non Profit Vendor** □ **show proof of 501(3)(c)**

*\*Note: This is for the street vendor not the organization*

EXAMPLE
<p><b><u>Example:</u> 4 vendors for 2-day event</b></p> <p><math>\\$60.00 \times 4 \text{ Vendors} = \\$240</math>  <math>\\$240 \times 2 \text{ Days} = \\$480.00 \text{ Fee}</math></p>

The applicant and documentation must be submitted in its entirety **no later than 2 weeks prior to the event**, to allow enough time for processing.

Incomplete Applications or Applications with missing documentation will not be accepted. Changes after submission will not be accepted. **NO EXCEPTIONS!**

**Vending Umbrella License must be picked up prior to the event.**

<p><b>Office Hours:</b>          9:30am - 2:30pm  <i>Call before pick up to assure license is ready for pick up.</i></p>
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**VENDING UMBRELLA LICENSE APPLICATION**  
**(FOOD TRUCKS/CARTS)**  
**Special Events ONLY**

License Type: <b><u>Street Vendor (Umbrella)</u></b>	<input type="checkbox"/> FOOD TRUCK / FOOD CART
	<input type="checkbox"/> CATERERS – CHARGING AT EVENT
Date Application Submitted: ____/____/20____ <i>*Must be submitted 2 weeks prior to event, <b>NO EXCEPTIONS!</b></i>	

I, hereby agree to abide by all of the rules and regulations pertaining to **STREET VENDOR** as defined by the City of New Haven General Code of Ordinances and Connecticut General Statutes and agree to provide information to invited vendors/peddlers.

**License Is Hereby Granted To:** \_\_\_\_\_  
 (Name of the Organization hosting Special Event)

Name of Event: \_\_\_\_\_

List the Date(s) of event(s): \_\_\_\_\_ Time Vendors expected to arrive: \_\_\_\_\_

Rain Date: (If available) \_\_\_\_\_

Location(s) of Vendors: \_\_\_\_\_  
*\*Or provide Map of Event*

Event Organizer: \_\_\_\_\_  
 (Last) (First) (Middle)

Applicant Address: \_\_\_\_\_  
 (Street #) (Street Name) (City) (State) (Zip)

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Identification:

Driver License  Non-Driver License  Passport  State Income Maintenance Issued ID

Valid Photo ID# \_\_\_\_\_ Issuing State: \_\_\_\_\_ Expiration: \_\_\_\_\_

**Applications must be submitted in person ONLY!**  
**Applications with missing documentation will not be accepted.**



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**VENDING UMBRELLA PERMIT**

I, hereby agree to abide by all of the rules and regulations pertaining to **STREET VENDOR** as defined by the City of New Haven General Code of Ordinances and Connecticut General Statutes.

**\*If more than 5 vendors see Appendix A for Vendor List Table.**

<u>Type of Vendor</u>	<u>Business Name</u>	<u>Owner Name</u>	<u>Owner Phone # and Email</u>
<input type="checkbox"/> Food Cart <input type="checkbox"/> Food Truck <input type="checkbox"/> Caterer			
<input type="checkbox"/> Food Cart <input type="checkbox"/> Food Truck <input type="checkbox"/> Caterer			
<input type="checkbox"/> Food Cart <input type="checkbox"/> Food Truck <input type="checkbox"/> Caterer			
<input type="checkbox"/> Food Cart <input type="checkbox"/> Food Truck <input type="checkbox"/> Caterer			
<input type="checkbox"/> Food Cart <input type="checkbox"/> Food Truck <input type="checkbox"/> Caterer			
<input type="checkbox"/> Food Cart <input type="checkbox"/> Food Truck <input type="checkbox"/> Caterer			

***It is the Event Organizers responsibility to collect the following documentation for each invited vendor (Not currently licensed with City of New Haven):***

- ✓ Health Dept. Paid receipt or Catering Certificate
- ✓ Valid Government Issued ID
- ✓ CT. Sales Tax
- ✓ Liability Insurance- *City of New Haven as a holder*

***If Vendor currently holds a valid license with the City of New Haven - Provide the following:***

- ✓ Provide Business Name
- ✓ Individual Licenses for employees on Truck day of event.
- ✓ License #'s for each employee



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**CERTIFICATION ACKNOWLEDGMENT**

I hereby certify that I have read the **Ordinances** and/or **Rules/Regulations** which pertain to **Street Vendor** operations for the City of New Haven. I understand that I must provide the **Ordinance** and/or **Rules/Regulations** to my invited vendors and ensure they comply with these **Ordinances** and/or **Rules/Regulations** at all times or be subject to enforcement actions by the City of New Haven.

Once issued a license it is not transferable, no refund will be issued, and is subject to the provisions of the City of New Haven General Code of Ordinances and Connecticut General Statutes applicable to the activity for which the license is granted.

I fully understand that if the **Street Vendor** application is denied by the City of New Haven, I will be entitled to a full refund. However, I further understand that if I withdraw the application for any other reason, there will be a fifty dollar (\$50.00) administrative processing fee withheld from payment reimbursement. Once issued a permit or license is non-refundable and non-transferable.

\_\_\_\_\_  
**ORGANIZATION NAME**

\_\_\_\_\_  
**EVENT NAME & DATE**

\_\_\_\_\_  
**NAME** (Please print your name. This permit/license is hereby granted to)

\_\_\_\_\_  
**YOUR SIGNATURE**

\_\_\_\_\_  
**DATE**