

## CITY OF DES MOINES STATIONARY VENDOR BUSINESS LICENSE PACKET

We wish to take this opportunity to welcome you and your business to the community. Des Moines Municipal Code 5.57 requires that all itinerant stationary vendors wishing to conduct business within the City of Des Moines to first secure a license to do so. Attached you will find the following items to assist you in this matter:

- Helpful hints for completing your Stationary Vendor Business License Application.
- A two page Stationary Vendor Business License Application.

Please submit the completed packet, along with the \$100.00 application fee, payable to City of Des Moines, to the City of Des Moines, 21630 11th Avenue South, Suite D, Des Moines, WA 98198. You may apply in person during normal business hours of 8 a.m. to 4:30 p.m. Monday through Friday.

Once again, welcome to the community. We wish you every success in your business venture.

## Helpful Hints for Completing Your City of Des Moines Stationary Vendor Business License Application



- ✓ Stationary vendors shall be limited to the business of selling Christmas trees, fireworks, Washington-grown produce, flowers, or food.
- ✓ Stationary vendor means an itinerant vendor who conducts business a) from a vehicle or other conveyance or b) in or about a structure that is not permanently affixed to real property, and that is located upon privately or publicly owned property, but **not** on a public street, sidewalk, alley or public way of the City.
- ✓ No stationary vendor shall be licensed for a location in a residential zone, as defined in DMMC Title 18.
- ✓ UBI numbers are issued by the Department of Revenue, 919 SW Grady Way, #150, Renton WA 98057. General information telephone number is 1-800-647-7706.
- ✓ If your business involves the storage, serving, or handling of foodstuffs, contact the Seattle- King County Department of Public Health at 206-296-4708. Their office is located at 1404 Central Avenue South, Suite 101, Kent, WA. You must provide us with a copy of any certificates/permits issued by the Department prior to your license being issued.
- ✓ City of Des Moines stationary vendor business licenses are **not** transferable and are issued for a specific location. If your business changes locations or comes under new ownership, a new business license application must be submitted.
- ✓ The City's tax number for State of Washington Department of Revenue Form Rev. 40- 2406Q, Box 45, Location Code is #1709.
- ✓ Before having a sign constructed, contact Community Development for signage regulations and permit information. They may be reached by calling 206-870-7576.
- ✓ Remember, an incomplete application may delay the processing of your license. Be sure to review your application prior to submittal, and include the appropriate fee.
- ✓ **NOTE:** No sales are allowed at Marina property, in a City park, designated City rights-of- way, or other City property without a written agreement or franchise therefor as lawfully approved in writing by the City Manager.

***If you have any questions or require more information, please contact the City Service Center at (206) 878-4595, Monday through Friday, 8:00 a.m. to 4:30 p.m.***



# City of Des Moines

21630 11<sup>th</sup> Avenue South  
Des Moines, WA 98198  
206-878-4595

New Application  
 Renewal\*

## STATIONARY VENDOR LICENSE APPLICATION DMMC 5.57

Name of Business \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Home Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ State UBI # \_\_\_\_\_

Drivers License # \_\_\_\_\_ Vehicle License # \_\_\_\_\_

Email Address \_\_\_\_\_

Nature of Business (describe in detail) \_\_\_\_\_

Location of Operation \_\_\_\_\_

**NOTE:** Applicant must submit the following information in order for this application to be considered complete:

- A notarized written authorization from the business owner (or property owner, if different than the license applicant) to conduct the applicant's business at the place so noted on this application.
- A statement explaining the method of trash and litter disposal being proposed by the vendor.
- A drawing of a scale not greater than fifty feet (50') per inch and not less than ten feet (10') per inch, which drawing shall depict the following information:
  1. The portion of the property to be occupied by the business;
  2. The portion of the property to be used for automobile parking and the number of automobiles accommodated in said area;
  3. The location of driveways providing ingress and egress to the property;
  4. The location of existing building and structures located on the property, noting the use of each building and structure so identified; and
  5. The proposed placement of any lighting or signage on or about the vehicle, conveyance or other non-permanent structure from which business is to be conducted.
- A description of any equipment or devices that will generate noise of any sort in or about the vehicle, conveyance or other non-permanent structure from which business is to be conducted.
- All food vendors must supply a copy of any required health certificates/permits as issued by the Seattle-King County Health Department.

**NOTE:** An Application Fee of \$100.00 must accompany new applications. Licenses expire thirty December 31<sup>st</sup> annually.

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

# City of Des Moines

## STATIONARY VENDOR STANDARDS

DMMC 5.57

1. No stationary vendor shall be licensed for a location in a residential zone, as defined in Des Moines Municipal Code Title 18.
2. Stationary vendors shall locate their vehicle, other conveyance, temporary stand or merchandise in accordance with any setback requirements as determined by the Public Works Director.
3. No signs or signage shall be permitted other than that which can be contained on the vehicle or conveyance utilized to sell food.
4. No vehicle, other conveyance or temporary stand shall be located closer than fifty feet from flammable combustible liquid or gas storage and dispensing structures.
5. All stationary vendors shall place at least one thirty (30) gallon garbage receptacle upon the site of business for customer use.
6. All stationary vendor sites shall be cleaned of all debris, trash and litter at the conclusion of daily business activities.
7. All merchandise, goods, wares or food shall only be displayed or offered for sale from the vendor's licensed conveyance or stand.
8. All vehicles, other conveyances or temporary stands shall be equipped with at least one 2A-40 BC fire extinguisher.
9. A separate license shall be required for each location of a stationary vendor.
10. All stationary vendors shall be limited to the business of selling Christmas trees, fireworks, Washington-grown produce, flowers, or food.