



**BUSINESS AND PROFESSIONAL LICENSE ADMINISTRATION  
SPECIAL EVENT AND VENDING**

**Vending Fact Sheet**

**CLASSES OF VENDING BUSINESS LICENSE**

**Class A Licenses-** A Class A Vending Business License shall authorize a person to vend food, other than food prohibited from public or private space under 503.3 (a) or (m); provided, that the vendor holds any food licenses and certificates required under Subtitle A (Food and Food Operations) of Title 25 of the DCMR

**Class B Licenses-** A Class B Vending Business License shall authorize a person to vend merchandise, other than food and merchandise prohibited from public space under 503.3. For the purposes of this subsection, the term “merchandise” shall include non-hazardous and non-controlled cut flowers, dried flowers and potted plants

**Class C Licenses-** A Class C Vending Business License shall authorize a person to manage public markets on public or private space for the sale of agricultural goods and other farm products, or other food as designated by DOH Director, and other non-food merchandise or services as designated by the DCRA Director

**Class D Licenses-** A Class D Vending Business License shall authorize a person to vend services from public space, including photography, shoe shining and other such services as the DCRA Director designates.

**Vending Business License Application- All Vendors**

All applicants for a Vending Business License must complete an Vending Business License application, remit the associated payment, and submit the required supporting documentation.

	<b>Fee</b>	<b>Term</b>
<b>Vendors Licenses</b>		
Class A vendor	\$476	2 years
Class B vendor	\$408	2 years
Class C vendor	\$433	2 years
Class D Vendor	\$337	2 years

## DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

**If you are conducting business as a Corporation, Limited Liability Company, Partnership, or in some cases a Trust or have a Trade Name (Use of Fictitious Business Name), you are required to register with the District Office of Corporation Division. For more information, including assistance, please contact the Corporation Division at (202) 442-4432 or visit [corp.dcra.dc.gov](http://corp.dcra.dc.gov).**

### **Non-Resident of the District of Columbia (including Foreign Corporations)**

If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the Certified Resident Agent Appointment Form.

**Office of Tax and Revenue:** All Applicants must provide a registered tax number (i.e., SSN or FEIN) at the time of application. Register by completing and filing a *Combined Business Tax Registration Application (Form FR-500)* with the Office of Tax and Revenue, 1101 4<sup>th</sup> Street S.W., Suite W270, Washington, DC 20024. Online registration is available at the [Business Tax Service Center](#). For more information, please call the Tax Customer Service Center at (202) 727-4829.

**Clean Hands- All vendors:** All applicants must obtain a Clean Hands Certification from the Office of Tax and Revenue. You can apply for Clean Hands Certification with the Office of Tax and Revenue, 1101 4<sup>th</sup> Street S.W., Suite W270, Washington, DC 20024 or Online certifications are available at: <http://dcforms.dc.gov/webform/certificate-clean-hands-formerly-certificate-good-standing>

**Tax Compliance:** All current vendors and new vendors must not have any outstanding tax liabilities or fillings. To remit tax payments or inquire about Tax payment plans, please contact Office of Tax and Revenue, 1101 4<sup>th</sup> Street S.W., Suite W270, Washington, DC 20024 or call the Tax Customer Service Center at (202) 727-482. For information on tax requirements for vendors visit: <http://otr.cfo.dc.gov/node/375122>.

### **Mobile Site Permit- Mobile Vendors ONLY (Class A, B, or D)**

All Vending Business Licensees who operate Mobile Vending Vehicles are required to obtain a Mobile Site Permit. Each Mobile Site Permit shall authorize a specific Mobile Vending Vehicle to operate in accordance with Title 24 of DCMR Chapter 5§ 534-535. A valid vehicle registration must be provided for each Mobile Vending Vehicle. If the vendor is not the owner of the Mobile Vending Vehicle, the vendor must provide a letter of authorization from the owner of the vehicle. The fee for Mobile Site Permits is \$600 per vehicle for a 2 year period. These fees will be pro-rated to be concurrent with the Vending Business License period.

### **Sidewalk Site Permit- Sidewalk Vendors ONLY (Class A, B, or D)**

All Vending Business Licensee which operate from sidewalk locations are required to obtain a Sidewalk Site Permit. Each Sidewalk Site permit shall authorize a Vending Business Licensee to vend from one specific sidewalk location. Sidewalk locations must meet the requirements of Title 24 of DCMR Chapter 5 § 525. Vending Business Licensees must apply for each sidewalk vending location by using the "[Sidewalk Site POINT PICKER](#)." Each Sidewalk location application will be reviewed and approved by the District Department of Transportation (DDOT), and applicants will be notified by phone or e-mail or approval of sidewalk locations. The fee for Sidewalk Site Permits is \$1200 per vehicle for a 2 year period. These fees will be pro-rated to be concurrent with the Vending Business License period.

### **Department of Health Approval- Class A or C vendors (Food)**

All applicants for a Vending Business License must receive approval to operate from the [Department of Health](#), Food Protection Division, (202) 535-2180, 899 North Capitol Street N.E., Washington, DC 20002. DOH will conditionally approve Vending Business License food service plan, then will approve vending operations after a Health Inspection. Health Inspections shall be valid for one year.

### **Certified Food Supervisor- Class A or C vendors (Food)**

## DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

Food Vendors must have Certified Food Supervisor(s) present on the premises during the hours the facility is open to the public. The name(s) and certification(s) of the food supervisor employee(s) must be provided to Department of Health inspectors. For more information, please contact the Office of Certification, Health Regulation and Licensing Administration, (202) 535-2180, 899 North Capitol Street N.E., Washington, DC 20002.

### **Propane Operation Permit- If using propane as part of vending operation**

All applicants for a Vending Business License must provide an approved inspection from the DC Fire Marshall pursuant to DC Municipal Regulations and the DC Code. Permit must have been issued within the last year. A Fire Marshall Inspection can be obtained from the [DC Fire and Emergency Medical Services \(FEMS\) Department](#), Fire Prevention Inspection Division, (202) 727-1614, 1100 4<sup>th</sup> Street S.W., Washington, DC 20024.

### **DCRA Vehicle Inspection- ALL Mobile Vendors**

All vending vehicles must be inspected by DCRA. Inspections will ensure compliance with the standards of Title 24 of DCMR Chapter 5 § 544-550. After Vending Business Licensees have obtained conditional approval from DOH, they may contact India Blocker (202-442-4321) at DCRA, to request an appointment for a Vehicle Inspection.

### **Police Criminal History Report (*Form PD-70*)- All Vendors**

All applicants for a Vending Business License for the Vendor category must provide a certified copy of his/her Police Criminal History Report from the jurisdiction of residence. A resident of the District of Columbia may obtain a Police Criminal History Report (*PD-70*) from the DC Metropolitan Police Department, Police Criminal History Report Division, 300 Indiana Avenue N.W., Room 3055, Washington, DC 20001. Call (202) 727-4245 for details. A non-resident shall obtain this report from the jurisdiction in which he/she resides. All of the partners in a partnership, and the president, vice president, secretary, and treasurer of a corporation must provide a Police Criminal History Report.