



**ITINERANT VENDING PERMITS ON PRIVATE PROPERTY
FOOD ONLY**

1. Go to the Planning Department with the request and to check the zoning. Itinerant Vending is only allowed on property zoned MU-1 and MU-2
2. Provide the following:
 - Photograph of booth
 - 2 sets of site drawings
 - Drawing of sign to be displayed
 - Description of product you will be vending
 - Copy of Health Department License
 - Letter from owner of property stating it's OK for you to be on site
3. Apply for Vendors permit with the Building Inspection Department
4. Vendors permit will be issued when all departments have signed off & a copy of an Occupational License or receipt has been provided to the Building Inspection Department.

Station 9 * P.O.box 490 * Gainesville, FL 32627-0490
(352) 334-5050 * Fax (352) 334-2207
Office hours: Monday – Thursday 7:00 am – 6:00 pm



VENDING BOOTH APPLICATION

PERMIT # _____
FEE PAID: _____

APPLICATION DATE: _____
ISSUED DATE: _____

PROJECT ADDRESS: _____
PRODUCT DESCRIPTION: _____

SUBMITTALS

HEALTH DEPARTMENT LICENSE _____ PHOTOS _____ INSURANCE _____
SITE PLAN _____ SIGNAGE _____ OCCUPATIONAL LICENSE _____

APPROVALS

PLANNING DEPARTMENT _____ DATE _____
CODE ENFORCEMENT _____ DATE _____
POLICE DEPARTMENT _____ DATE _____
FIRE DEPARTMENT _____ DATE _____
BUILDING OFFICIAL _____ DATE _____

VENDING BOOTH OPERATOR INFORMATION

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
PHONE NUMBER _____ VENDING OPERATOR # _____

I AGREE THAT I WILL IN ALL RESPECTS PLACE MY VENDING BOOTH IN ACCORDANCE WITH THIS APPLICATION AND ACCOMPANYING DOCUMENTS HERE WITH FILED, AND IN ACCORDANCE WITH THE ORDANANCES OF THE CITY OF GAINESVILLE, FLORIDA. INITIALS _____

SIGNATURE OF VENDING BOOTH OPERATOR DATE SIGNED

THIS PERMIT SHALL BE PROTECTED AND AVAILABLE TO THE ENFORCING AGENCY AND SHALL EXPIRE ON SEPTEMBER 30TH OF EACH YEAR.

COMMENTS

PLANNING DEPARTMENT:

CODE ENFORCEMENT:

POLICE DEPARTMENT:

FIRE DEPARTMENT:

BUILDING OFFICIAL:

CITY OF GAINESVILLE (www.cityofgainesville.org)

BUILDING DEPARTMENT	306 N.E. 6TH AVENUE	BUILDING "B" 1ST FLOOR	(352) 334-5050
BUSINESS TAX	306 N.E. 6TH AVENUE	BUILDING "B" LOBBY	(352) 334-5024
CODE ENFORCEMENT DIVISION	306 N.E. 6TH AVENUE	BUILDING "B" 1ST FLOOR	(352) 334-5030
COMMUNICATIONS (TO RELEASE BOOTS)			(352) 955-1818
ENTERPRISE ZONE	306 N.E. 6TH AVENUE	BUILDING "B" LOBBY	(352) 334-5024
FAX- THOMAS CENTER OFFICE	(352) 334-2360	FAX-CITY HALL OFFICE	(352) 393-8316
FINGERPRINTING		GAINESVILLE POLICE DEPT.	(352) 334-2452
HOURS: 9:00AM-3:00 PM- BY APPOINTMENT ONLY			
NOISE PERMIT (CULTURAL)	306 N.E. 6TH AVENUE	BUILDING "A" 1ST FLOOR	(352) 334-5064
RESIDENTIAL PARKING PERMITS/DECALS	306 N.E. 6TH AVENUE	BUILDING "B" LOBBY	(352) 334-5024
SOLID WASTE MANAGEMENT			(352) 334-2330
VEHICLE FOR HIRE		MELYSSA HENEGAN	(352) 393-7571
ZONING COMPLIANCE PERMITS/PLANNING	306 N.E. 6TH AVENUE	BUILDING "B" 1ST FLOOR	(352) 334-5023

ALACHUA COUNTY (www.alachuacounty.us)

ALARM PERMITS	1100 SE 27TH STREET	SHERIFF'S OFFICE	(352) 264-6650
BIRTH & DEATH CERTIFICATES	1100 SE 27TH STREET		(352) 334-7970
BUILDING DEPARTMENT	10 SW 2ND AVE		(352) 374-5243
BUSINESS TAX	12 SE 1ST STREET		(352) 337-6227
CHAMBER OF COMMERCE	300 E UNIVERSITY AVE		(352) 334-7100
CODE ENFORCEMENT	10 SW 2ND AVE		(352) 374-5240
HEALTH DEPARTMENT	224 SE 24TH STREET		(352) 334-7902
HOME GROWERS PERMIT	2800 NE 39TH AVENUE		(352) 955-2402
MARRIAGE LICENSE	201 E UNIVERSITY AVE.		(352) 374-3623
PLANNING DEPARTMENT	10 SW 2ND AVE		(352) 374-5249
PROPERTY APPRAISER	12 SE 1ST STREET		(352) 374-5230
TAG AGENCY	12 SE 1ST STREET		(352) 374-5236
TANGIBLE TAXES	12 SE 1ST STREET		(352) 374-5234
TAX COLLECTOR	12 SE 1ST STREET		(352) 374-5236
UNION STREET FARMERS MARKET	DOWNTOWN PLAZA (WED)	CHARLES LYBRAND	(386) 462-3192

STATE OF FLORIDA (myflorida.com)

ALCOHOL & TOBACCO	240 N.W. 76TH DRIVE	MYRNA WILLIAMS	(352) 333-2515
BETTER BUSINESS BUREAU	114 SE 1ST ST		(352) 378-0406
CHILD CARE		LOCAL	(352) 955-5282
	PAM JETT	STATE-CIRCUIT 8	(904) 723-2064
CONSTRUCTION LICENSE		myfloridalicense.com	(850) 487-1395
DEPARTMENT OF AGRICULTURE		www.doacs.state.fl.us	1-800-435-7352
DBPR - DEPT. OF BUS & PROF. REGULATION		myfloridalicense.com	(850) 487-1395
DIVISION OF CORPORATIONS		www.sunbiz.org	(850) 245-6052
FLORIDA MOTOR VEHICLE DEALER LICENSE	318 SE 25TH AVE, OCALA FL	www.flhsmv.gov	(352) 732-1267
FEDERAL EMPLOYER ID # & TAX ID #		www.irs.gov	1-800-829-1040
FICTITIOUS NAME		www.sunbiz.org	(850) 245-6058
FLORIDA MOTOR VEHICLE DEALER LICENSE	318 SE 25TH AVE, OCALA FL	www.flhsmv.gov	(352) 732-1267
FLORIDA SALES TAX #	14107 U.S. HWY. 441, STE. 100, ALACHUA, FL 32615		(386) 418-4444
LANDLORD/TENANT	DIVISION OF CONSUMER SVC		1-800-435-7352
PAWN BROKER / PAWN SHOP		www.800helpfla.com/pawnbus.html	1-800-435-7352
SCORE	101 SE 2ND PL	www.score.org	(352) 375-8278
SECOND HAND DEALERS	www.myflorida.com/dor/taxes/secondhand_dealers_recyclers.html		1-800-352-3671
SMALL BUSINESS	2153 SE HAWTHORNE RD #124	www.sba.gov	(352) 334-7230
STATE INFO CENTER		www.myflorida.com	1-866-693-6748
WORKMAN'S COMPENSATION		www.myfloridacfo.com/WC	(850) 413-1609
US POST OFFICE WILL GIVE ZIP CODE			1-800-275-8777

DEPARTMENT OF AGRICULTURE

➤ **ISSUES ANNUAL FOOD PERMITS FOR PLACES THAT SELL
RETAIL/WHOLESALE FOOD TO PUBLIC-PREPACKAGED/TAKE OUT**

***BOTTLED WATER & PREPACKAGED FOOD**

EXAMPLES-BAKERIES (CARRY OUT ONLY)

**GROCERY STORES
ROADSIDE STANDS
CONVENIENT STORES**

***CONTACT 1-800-435-7352
1-850-488-3022**

DEPARTMENT OF BUSINESS PROFESSIONAL REGULATIONS

➤ **FOOD/HOTEL/LODGING**

**EXAMPLES-FAST FOOD RESTAURANTS
FULL SERVICE RESTAURANTS
LOUNGES THAT SERVICE FOOD**

MOBILE FOOD DISPENSING VEHICLES

***CONTACT 1-850-487-1395
[HTTPS://WWW.MYFLORIDALICENSE.COM/LICENSING](https://www.myfloridalicense.com/licensing)**

ALACHUA COUNTY HEALTH DEPARTMENT

➤ **LOUNGES (NOT SERVING FOOD)**

➤ **HOSPITAL CAFETERIA**

➤ **NURSING HOME FOOD/CAFETERIA**

➤ **RESIDENTIAL FOOD SERVICE**

➤ **CHILD CARE FOODS**

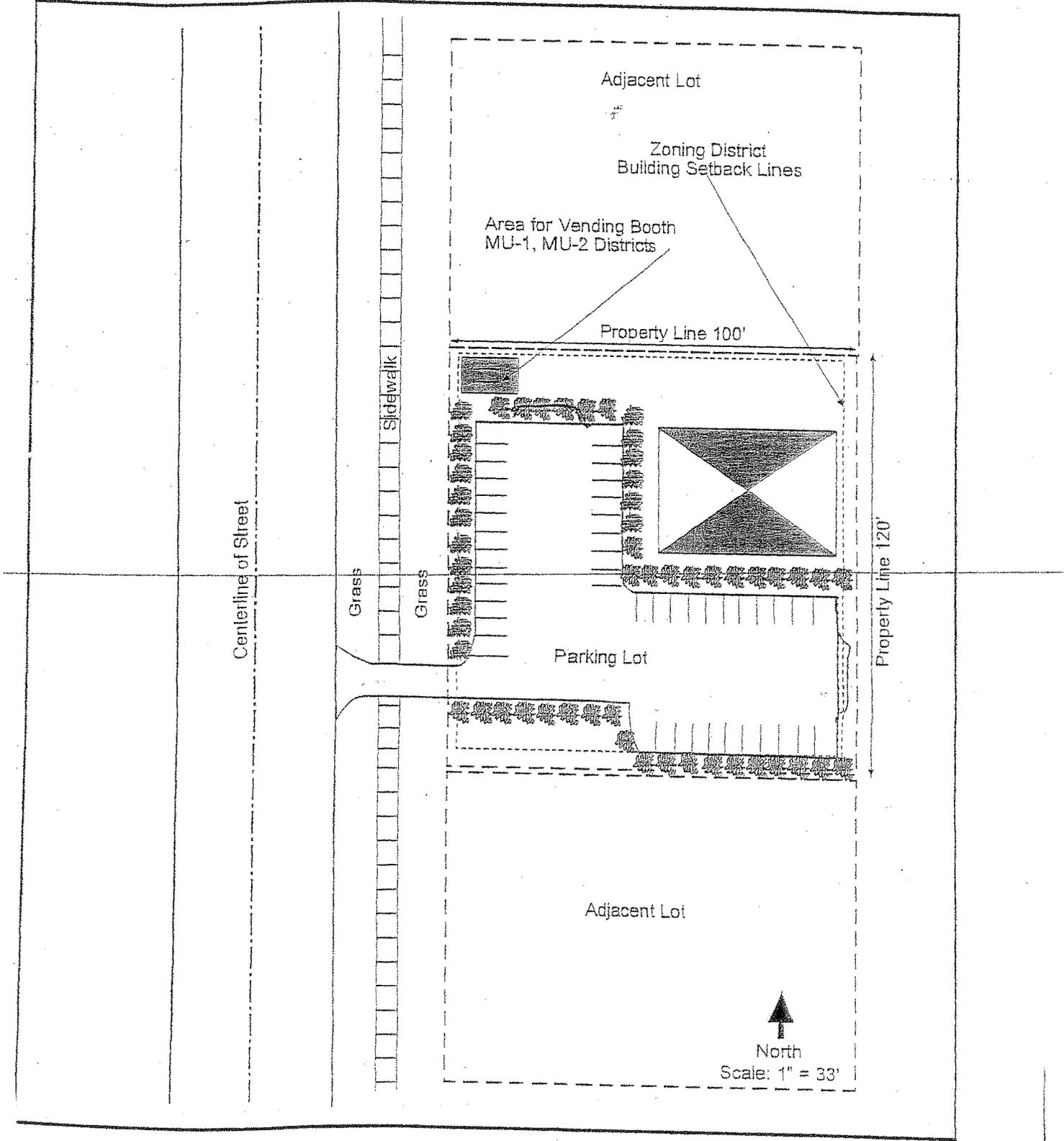
➤ **FRATERNAL AND CIVIC ORGANIZATION**

➤ **MOBILE FOOD CARTS**

***CONTACT (352) 334-7930
224 SE 24TH STREET**

****ICECREAM TRUCKS NEED A FOOD PERMIT-NOTHING FROM BUILDING DEPARTMENT**

Typical Commercial Lot



Gainesville, Florida, Code of Ordinances >> PART II - CODE OF ORDINANCES >> **Chapter 19 - PEDDLERS, SOLICITORS AND CANVASSERS >> ARTICLE IV. - VENDING BOOTHS AND ITINERANT VENDORS >>**

ARTICLE IV. - VENDING BOOTHS AND ITINERANT VENDORS [85]

Sec. 19-91. - Definitions.

Sec. 19-92. - Annual permit.

Sec. 19-93. - Regulations.

Sec. 19-94. - Revocation of permit/license.

Sec. 19-95. - Vendors' stands.

Secs. 19-96—19-109. - Reserved.

Sec. 19-91. - Definitions.

A "vending booth" is a temporary wheeled cart-mounted food or retail establishment located on public property, or a permanent structure constructed by the city on the Gainesville Community Plaza. A vending booth cannot be propelled by an internal combustion engine, electric motor or other similar mechanical device. A vending booth, except a permanent structure constructed by the city on the Gainesville Community Plaza, must be capable of being moved from place to place, but may be stationary during the business day. Examples of vending booths are, but are not limited to, the following: coffee/cappuccino stands; stands selling muffins, bagels and other bakery items; ice cream carts; snow cone and Italian Ice carts; fast-food carts; souvenirs carts; and newsstands.

An "itinerant food vendor" is a natural person or business entity, that sells immediately consumable food products and non-alcoholic beverage items from a non-permanent cart, trailer, or vehicle (an "itinerant food vending conveyance") at a fixed location on private property.

(Ord. No. 970631, § 1, 6-8-98; Ord. No. 990299, § 1, 10-25-99; Ord. No. 070209, § 2, 7-14-08)

Sec. 19-92. - Annual permit.

- (a) A vending booth permit or itinerant food vendor permit is required and can be obtained from the city manager, or designee, upon payment of the fee specified in Appendix A of this Code, along with submitting a completed application that includes a description of the nature, character and quality of food, beverage or retail items to be offered for sale; photographs of the vending booth or itinerant food vending conveyance; and sufficient information for city reviewing staff to determine compliance with the requirements listed in subsection (b) or (c) below, the applicable regulations listed in section 19-93 and other applicable code and safety requirements. Vending booth and itinerant food vendor permits expire on September 30 of each year. Vending booth and itinerant food vendor permits issued between April 1 and September 30 are subject to one-half the permit fees for the initial period (between issuance and September 30). Vending booth and itinerant food vendor permits shall not be valid during any event declared to be a special event by the city manager or designee. A separate permit shall be required for vending at these events.
- (b) Requirements to obtain a vending booth permit:
 - (1) Proof of liability insurance, in amounts to annually be determined by the city manager, which shall include the city as an additional insured and which shall indemnify, defend and hold harmless the city, its elected and appointed officers, employees and agents, from any resultant claims which may arise from operation of the booth due to intentional or

- unintentional wrongdoing or negligence by the operator, or employees, contractors or agents of the operator.
- (2) Proof of workers compensation insurance or provide a certificate of exemption.
 - (3) Select an available public property site from the official vending booth site map on file with the city manager or designee. When more than one application is received for a designated site, that site will be made available by random drawing of all qualified applicants. Once an operator has received a space, that site will not become available again unless the operator does not renew the permit or the owner's permit is revoked under this article.
 - (4) Submission of a site drawing clearly depicting the public property site location, size of the vending booth, set up of the vending booth and any other information necessary for the city reviewing staff to determine that the vending booth will comply with all applicable city codes. The vending booth must be located a minimum of five feet from the curb or improved right-of-way and so positioned as to leave an unobstructed way for pedestrian passage on any sidewalk and shall not be positioned within five feet of any crosswalk or fire hydrant, nor block any ingress or egress from a building entrance or emergency exit. Vending booths shall be located a minimum of 25 feet from intersections and shall be located outside of the vision triangle.
- (c) Requirements to obtain an itinerant food vendor permit:
- (1) Provide the name and address of the applicant's employer, if not self-employed.
 - (2) Provide written permission or lease from the owner of the property where the itinerant food vendor will operate.
 - (3) Submit a site plan meeting the requirements of Article VII of the land development code for a minor development plan to include dimensions and the proposed location of the itinerant food vending conveyance as well as entrance and exits to the host business, parking areas, bus stops, loading zones, fire hydrants, zoning district setbacks and any other information necessary for the city reviewing staff to determine that the itinerant food vending conveyance will comply with all applicable city codes.

(Ord. No. 970631, § 1, 6-8-98; Ord. No. 990299, § 1, 10-25-99; Ord. No. 070209, § 2, 7-14-08)

Sec. 19-93. - Regulations.

- (a) *Vending booths and itinerant food vending conveyances operating in the city shall be subject to the following regulations:*
- (1) The county/state health department must license any vending booths and itinerant food vending operations preparing and selling food items. All applicable codes of the health department shall be met.
 - (2) A trash container must be available on the vending booth or itinerant food vending conveyance.
 - (3) Lighting may be used to continuously illuminate the vending booth or itinerant food vending conveyance canopy and provide task lighting for night operation, provided it is in conformity with the city's lighting regulations.
 - (4) Change of ownership, booth/conveyance or location will require that the owner apply for a new vending booth or itinerant food vendor permit.
 - (5) All required licenses must be conspicuously displayed on the vending booth or itinerant food vending conveyance.
 - (6) Vending booths and itinerant food vending conveyances must be provided with at least one approved portable fire extinguisher having a minimum rating of 8 BC.
 - (7) All liquefied petroleum gas containers must be installed on the outside of the vending booth or itinerant food vending conveyance, protected from physical damage and, if enclosed, vented

at the lowest point of the enclosure. All liquefied petroleum gas containers must be properly secured and comply with all applicable standards.

- (8) Signs using lettering painted on or applied to the canopy valance will be allowed. Two additional signs in conformity with the city's sign regulations will be allowed at a maximum size of six square feet each, to be mounted on the vending booth or itinerant food vending conveyance. No other signs, pictures or advertisements of any kind, such as stickers, flags, balloons, inflatables or lights shall be allowed.
 - (9) The vendor must obtain a local business tax receipt from the city.
 - (10) The vendor shall keep the sidewalks, parking areas and other spaces adjacent to their vending sites or locations clean and free of paper, peelings and refuse of any kind generated from their vending operation.
 - (11) Sales shall be oriented to pedestrians. No vendor shall sell or attempt to sell any product or engage in any commercial transaction with the occupant of any motor vehicle.
 - (12) Vendors shall not conduct business in a way that will restrict or interfere with the entrance or exit of a business, create a nuisance, create a hazard to pedestrians, life or property, or obstruct vehicular circulation, pedestrian circulation, or access to emergency exits.
- (b) *The following additional regulations shall apply to itinerant food vendors:*
- (1) Tent structures shall not be permitted.
 - (2) No alcoholic beverages may be sold.
 - (3) All food shall be prepared on-site from the itinerant food vending conveyance.
 - (4) There shall be only one itinerant food vending conveyance per parcel, location or development.
 - (5) No itinerant food vendor shall be permitted to operate in any of the following areas:
 - a. Within 25 feet of any loading zone or bus stop.
 - b. Within 15 feet of a building entrance or exit.
 - c. Against display windows of a business.
 - d. Within 25 feet of any fire hydrant, fire escape or fire control device.
 - e. Within 25 feet of any parking space or access ramp designated for persons with disabilities.
 - f. Outside of the established building setbacks of the zoning district.
 - g. Within required parking spaces or within the required interior or terminal islands of the vehicle use area.
 - h. On a vacant lot or property.
 - (6) Itinerant food vending shall be limited to the hours between 7:00 a.m. and 10:00 p.m. daily and shall take place only at the approved location. The itinerant food vending conveyance shall not be set up prior to 6:00 a.m. and must be removed by 11:00 p.m. of that same day
 - (7) Outdoor seating shall not be permitted.
 - (8) An itinerant food vending conveyance shall not exceed a size of ten feet in width and 20 feet in length. If the itinerant food vending conveyance is a trailer, the trailer shall be unhitched from the motorized vehicle and stabilized prior to operating the vending conveyance and it is the trailer alone that will be considered the itinerant food vending conveyance for purposes of the size limitation.
 - (9) The itinerant food vending conveyance shall not be operated in a manner that destroys existing sodded areas, results in erosion or breaks down the previous or impervious surface of the site. In the event of erosion or destruction of the site surface, the owner of the site shall be required to restore the site to its original condition.

(Ord. No. 970631, § 1, 6-8-98; Ord. No. 990299, § 1, 10-25-99; Ord. No. 070209, § 2, 7-14-08)

Editor's note—

(Code 1960, § 23-17, Ord. No. 3956, § 1, 2-14-94; Ord. No. 970631, § 2, 6-8-98; Ord. No. 090297, § 3, 10-15-09)

Editor's note—

Ord. No. 090297, § 3, adopted Oct. 15, 2009, renumbered the former § 23-41 as § 19-95. The historical notation has been retained with the amended provisions for reference purposes.

Secs. 19-96—19-109. - Reserved.

FOOTNOTE(S):

⁽⁸⁵⁾ *Editor's note—* Section 1 of Ord. No. 970631, adopted June 8, 1998, repealed §§ 19-91—19-97 in their entirety and added §§ 19-91—19-98 to read as set forth herein. Formerly, §§ 19-91—19-97 pertained to mobile food carts and derived from §§ 14-31—14-36 of the 1960 Code; and Ord. No. 3435, § 1, adopted May 16, 1988. ([Back](#))

⁽⁸⁵⁾ Section 1 of Ord. No. 990299, adopted Oct. 25, 1999, changed the title of Art. IV from "Vending Booths" to "Vending Booths and Itinerant Food Vendors". ([Back](#))

Wednesday, 11 July 2012



Gainesville Police Department
413 NW 8th Avenue, Gainesville FL 32601



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Background Check

What is a background check (request)?

A background request is a request for an individual's criminal history. The information that creates this history is pulled from various databases. The databases which would be involved depend solely on who the individual or agency are. A request from an individual wanting their own history from us would only entail incidents that occurred within the City's jurisdiction.

What is the cost of a Background Check?

- \$5.00 Criminal History Background per person
- \$5.00 Visa Letter, per person

How do I get a copy of a background check?

Background checks may be obtained by telephone, online or in person. To order by telephone, call (352) 393-7565. To order online, click **here** and fill out the form.

To order in person, go to Gainesville Police Department, located at 413 NW 8th Avenue, Gainesville, Florida 32601. Most records requests will be completed within seventy two hours of receiving the request form. Please call (352) 393-7565 to confirm report is ready for pickup. The Gainesville Police Department will only release information relating to incidents which occur within the city limits of Gainesville only.

Note: The City of Gainesville charges \$1.00 for the first 7 pages and (15) cents per additional page. Special service fees will apply when the preparation time for locating requested record, deletion of exempt information, and the copying and refilling of requested exceed 30 minutes. The charge for special service fees will be based on the salary of personnel providing the service. In cases where legal review of a public request is required, the lowest attorney rate, including salary and benefits, will be charged. The information released is based on departmental/public records guidelines per **F.S.119.07 (1)b**.

How do I obtain Local and Statewide Criminal History Checks?

The Records Section controls the release of information regarding persons who have been arrested by the Gainesville Police Department. There are 3 ways to receive local arrest information:

1. You may call the Records Section at (352) 393-7565.
2. You may fill out a request form in person at the Police Administration Building (413 NW 8th Avenue, Gainesville, Florida 32601).

3. You may submit your request in writing to the Gainesville Police Department Records Section, PO Box 1250, Gainesville, FL 32602

To obtain a statewide criminal history you must contact the Florida Department of Law Enforcement (FDLE) at (850) 410-8109, or visit their **web site**.

Would my record be available once it has been sealed or expunged?

Once a court order has been received to expunge or seal a criminal history record, our Department is prohibited from disclosing the existence of the record per Florida State Statute 943.059 or 943.0585. However there are exceptions allowing disclosure of information relating to the existence of a sealed or expunged criminal history to specified entities.

Can you tell me what records are exempt from disclosure?

This is a complicated and ever changing area of the law. **Florida State Statute 119.07** provides for several exemptions. Some of general categories of exemptions include:

1. Investigative information on open criminal investigations.
2. Criminal intelligence.
3. Any information including photographs, name, address, or other facts or information which reveal the identity of the victim of the crimes of sexual battery, lewd, lascivious, or indecent assault upon or in the presence of a child, child abuse, or any sexual offense.
4. Juvenile crime victim information.

For additional exemptions, you may refer to **Florida State Statute Chapter 119.07**.

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not include it in your request.

Gainesville Police Department - 413 NW 8th Ave Gainesville, FL 32601 - (352) 393-7500