



Vendor Permit Application

**Application Submittal does not guarantee permit approval.*
Application must be submitted no later than 10 calendar days prior to the requested date to be considered for review.*

To submit your application please email

events@ci.montgomery.tx.us

Applicant Information

Applicant Name:	Company Name:
Address:	
Phone Number:	Email Address:
*DBA Name:	*Sales Tax ID number:

Type of Permit

Please check one the type of vendor that best describes you.

<input type="checkbox"/> Hawker <input type="checkbox"/> Peddler <input type="checkbox"/> Solicitor	<input type="checkbox"/> Transient dealer <input type="checkbox"/> Mobile food unit
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Please check the box below for the length of the permit you wish to obtain.

<input type="checkbox"/> 1 Week: \$25 [ONLY mobile food units]	<input type="checkbox"/> 1 Month = \$100	<input type="checkbox"/> 6 Months = \$600
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Criminal Background

Please check the boxes below that apply to you.

<input type="checkbox"/> No, I have not had a permit issued pursuant to this division revoked in the previous one-year period. <input type="checkbox"/> No, I have no convictions/or civil judgments arising from any state or federal court within the last 10 years. <input type="checkbox"/> Yes, I have convictions/or civil judgments arising from any state or federal court within the last 10 years. [If yes, submit a letter explaining.]

Requirements

All of the below must be submitted for your application to be considered for review.

_____ Completed Application. <i>Incomplete applications will not be accepted.</i> _____ Valid form of ID/DL or Passport _____ Letter providing hours of operation, merchandise to be sold, proposed location and any additional information. _____ Proof of property ownership or letter from property owner authorizing use of the property. [Letter must contain the phone number and email address of the property owner.]



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Additional Requirements [Mobile Food Units Only]

All of the below must be submitted for your application to be considered for review.

- _____ Liability insurance covering mobile food vending units.
- _____ Montgomery County Health Department Food Service Permit
- _____ Detailed sketch plan of event components within 100 ft from proposed location.
- _____ Detailed letter on how electricity will be obtained, restroom use letter and disposal of waste.
- _____ Photo of vehicle/trailer/cart used including license plate and VIN number.
- _____ Pictures of any proposed signage and lighting.

I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge and will abide by the requirements provided in the City of Montgomery Vendor Ordinances Chapter 64.

https://library.municode.com/tx/montgomery/codes/code_of_ordinances?nodeId=COOR_CH64PESOVE

Printed name of Applicant: _____

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY

Received:	Application Review	Location/Property Review
By: _____ Date: _____ <input type="checkbox"/> Incomplete <input type="checkbox"/> Processed	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected Date: _____ City Secretary: _____ Comments/Reason: _____ _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected Date: _____ Chief of Police: _____ Comments/Reason: _____ _____ _____