

VENDOR PERMIT DOCUMENT CHECKLIST

PERMIT COST:

One Day	\$10
Three Consecutive Days	\$15
One Month	\$35
Six Months	\$150
One Year	\$250

- A Vendor Permit is issued in addition to the Local Business Tax (LBT) Receipt.
- A Permit begins on the 1st day of the calendar month and ends on the last day of the month.

NO VENDOR PERMITS WILL BE PROCESSED AFTER 3:30 PM

Please do not wait until the last second to obtain your permit.

THE FOLLOWING DOCUMENTATION IS REQUIRED FOR ALL PERMITS:

- Fictitious Name / Corporation Registration – The fictitious name and/or corporation must be registered with the Florida Department of State, Division of Corporations to be included on either the LBT and/or the Permit. (850) 245 - 6058 for Fictitious Name OR (850) 245 - 6052 for Corporations.
<https://dos.myflorida.com/sunbiz/start-business/>
- Completed Vendor Application (Not Required for Mobile Food Dispensing Vehicles/MFDVs)
- All vendors of food require a license issued by the State of Florida.
 - Sellers of Prepackaged Foods/Drinks** - Florida Department of Agriculture and Consumer Services (850) 245 - 5520, FoodInspection@FDACS.gov (FDACS regulates CBD/Hemp for human consumption.)
<https://www.fdacs.gov/Business-Services/Food/Food-Establishments/Retail-Food-Establishment-Permit>
 - Sellers of Raw Seafood** – an additional saltwater product license is required from the Florida Fish and Wildlife Commission, (850) 487 - 3122 (<https://myfwc.com/license/commercial/saltwater/>)
Raw seafood products may only be sold on private property.
 - Sellers of Prepared Food** - Florida Department of Business and Professional Regulation. (850) 487 - 1395, DHR.INFO@MYFLORIDALICENSE.COM
<http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/mobilefood-guide/>
- Local Business Tax Receipt - *Trading Tangible Personal Property At Retail - Mobile*
- Photo of Operation - Vehicle/location where you will be operating, showing how it is set up.
- Picture ID of applicant

TRANSIENT MERCHANT - Non-permanent sales located on private property

THE FOLLOWING ADDITIONAL DOCUMENTATION IS REQUIRED:

- Notarized letter of permission from the property owner or legal agent of the property. The letter must contain the name, address, and telephone number of the property owner or legal agent of the property. The letter must be dated within the last six (6) months.
- \$1,000 cash bond- if applicant does **not** have a permanent local address. Must be paid in cash and is held until 60 days after the last day of sale at the transient location. Must apply for repayment with our office in writing.

STREET VENDOR (DOES NOT INCLUDE MOBILE FOOD DISPENSING VEHICLES)

Selling goods or services stored or located on a vehicle authorized to travel on public streets. Only stops long enough to make sales and then moves on. Cannot stop for longer than 30 minutes and cannot go door-to-door. Additional prohibitions apply - see [Sec. 250.603 COJ Ordinances](#)

RESIDENTIAL SOLICITING OR RESIDENTIAL PEDDLING - Going door-to-door attempting to attract the attention by any means of individuals within private residences.

Issuance of 3 or more permits must allow 24 hours for processing Please e-mail us at LBTDept@COJ.NET to schedule bulk permit issuance.

COMMERICAL SOLICITOR/PEDDLER – W2 employee of a solicitation company.
PROFESSIONAL SOLICITOR/PEDDLER – Self employed
 PHOTO ID REQUIRED (Picture to be attached to Permit)

SIDEWALK VENDOR / DOWNTOWN SIDEWALK VENDOR - Vending from the city sidewalk, not located on private property.

THE FOLLOWING ADDITIONAL DOCUMENTATION IS REQUIRED:

- Proof of Insurance- General Liability Insurance policy in the amount of \$200,000 naming the City of Jacksonville as an additional named insured.

DOWNTOWN SIDEWALK VENDOR - SPECIFIED LOCATION - Vending from one specific location located on the city sidewalk in the Downtown Overlay Area.

THE FOLLOWING ADDITIONAL DOCUMENTATION IS REQUIRED:

- Proof of Insurance- General Liability Insurance policy in the amount of \$200,000 naming the City of Jacksonville as an additional named insured.
- Approval from the Downtown Investment Authority (DIA) to operate at the location desired.

MOBILE FOOD DISPENSING VEHICLES – Food trucks, hot dog carts, and similar devices.

THE FOLLOWING ADDITIONAL DOCUMENTATION IS REQUIRED:

- MOBILE FOOD DISPENSING VEHICLE LICENSE as issued by the Department of Business and Professional Regulation (DBPR).

THE DUVAL COUNTY TAX COLLECTOR'S OFFICE DOES NOT ISSUE PERMITS IN RELATION TO MOBILE FOOD DISPENSING VEHICLES.

THE FOLLOWING DEPARTMENTS MAINTAIN REGULATION OF MOBILE FOOD DISPENSING VEHICLES WITHIN THEIR JURISDICTION. PLEASE CONTACT THE RELEVANT DEPARTMENTS DEPENDING ON WHERE AND HOW YOU INTEND TO OPERATE.

- Downtown Overlay Area**
Downtown Investment Authority (904) 255 – 5302
- City Parks and Recreational Facilities**
Department of Recreation and Community Services (904) 255 – 7907
- Designated Special Events**
Office of Special Events (904) 255 – 5422
- All other areas within the City of Jacksonville**
Office of Consumer Affairs (904) 255 – 7198
- Ice Cream Truck Vendors**
Office of Consumer Affairs (904) 255 – 7198

**For charitable solicitation, RIGHT-OF-WAY and feeding the homeless permits,
 Please contact the Office of Consumer Affairs (904) 255 - 7198**

Please note: The material provided is for general information purposes only. While it is current at the time of publication, changes to the County Code or State Law may invalidate some of this information. In the event of a conflict between this guide and the Code, the Code prevails. Not all possible applications of the Vendor Permit requirements are discussed herein. For clarification of your individual circumstances, please call the Business Tax Office at (904) 255 - 5700, option #3.