

Basic Information for Outdoor Vendors

- ◆ The City of Beloit welcomes outdoor vendors in specified districts within the city.
- ◆ Please use this brochure as a way to familiarize yourself with the application process for outdoor vending licenses.
- ◆ For additional information regarding outdoor vending please reference Chapter 19, Section 8-605 of the City's Municipal Code.
- ◆ Please feel free to contact the City of Beloit Planning Division at (608) 364-6700 or the City Clerk's Office at (608) 364-6680 at anytime with questions.
- ◆ Outdoor Vending applications are available in the Clerk's Office on the second floor of City Hall or on the City's website: www.beloitwi.gov.

Looking for Additional Vending Opportunities?

- ◆ The Downtown Beloit Farmers Market takes place in downtown Beloit on Saturday mornings from May through October. For more information, call the Downtown Beloit Association at (608) 365-0150.



City of Beloit Planning Division

100 State Street
Beloit, Wisconsin 53511
www.beloitwi.gov

Phone: 608-364-6700
Fax: 608-364-6609



Guide to Outdoor Vending in the City of Beloit



5 Simple Steps to Outdoor Vending

1) FIND a Location

- ◆ Outdoor vending is permitted on private property in the following zoning districts within the City of Beloit: **C-2, C-3, Central Business District (CBD), M-1, and M-2.**
- ◆ **Outdoor vending is not permitted on public streets, sidewalks, or parks.**

2) CALL the City of Beloit Planning Division to verify the zoning for your planned location: (608) 364-6700.

3) OBTAIN written permission from the property owner.

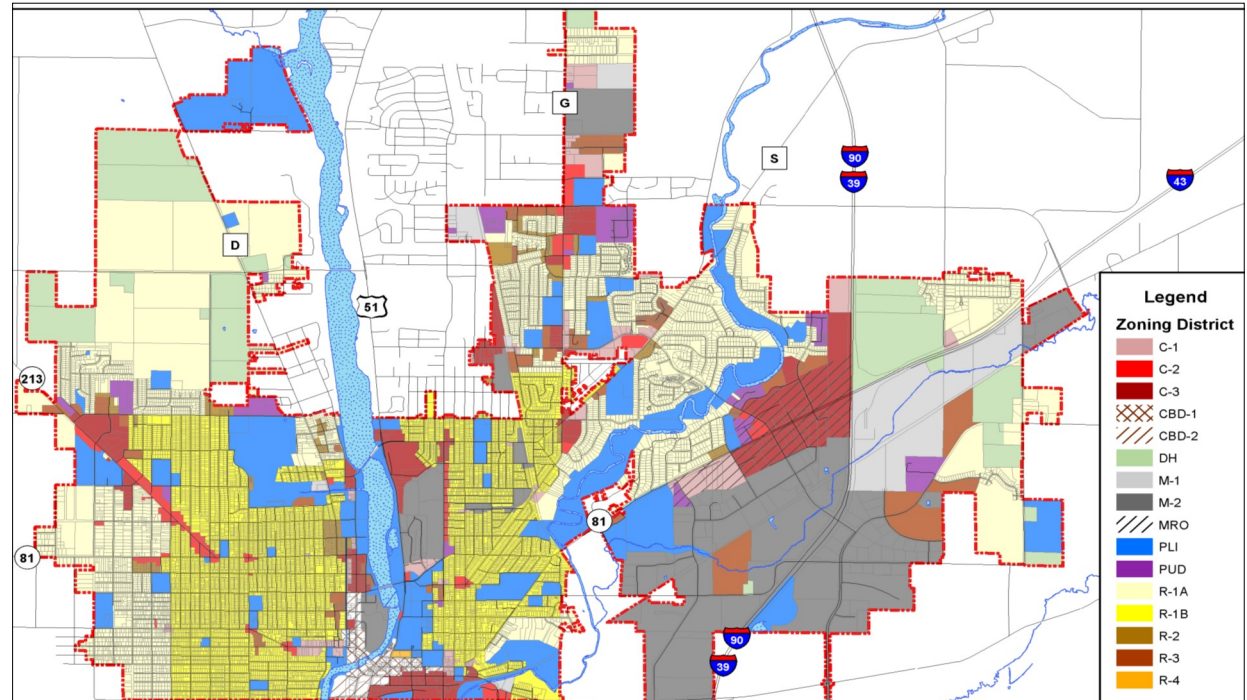
4) APPLY for an Outdoor Vending License through the Beloit City Clerk's Office: (608) 364-6680. The cost is \$100 plus a \$7.00 record check fee.

- ◆ If you intend to sell food, you must contact the Rock County Health Department: (608) 364-2010.

5) START VENDING in the approved location(s) following receipt of your Outdoor Vending License.

NOTE: License approval and issuance may take up to 1-2 weeks, and licenses must be renewed annually.

City of Beloit Zoning Map





CITY OF БЕLOIT
OUTDOOR VENDOR'S PERMIT
SUPPLEMENTAL INFORMATION SHEET

Please review the following additional information regarding outdoor vending in the City of Beloit and contact the City Clerk's office at (608) 364-6680 for more information.

PURPOSE: The City of Beloit requires a permit for outdoor vending to protect the citizens of Beloit against criminal activity, including fraud and burglary; to ensure that outdoor vendors have written authorization from property owners for the use of the property for sales; and to ensure that outdoor sales and displays comply with the zoning code.

APPLICATION:

- An annual application for a permit is required.
- The permit is valid for one calendar year from the date of issuance through December 31st.
- The investigation fee is \$100.00 per applicant, and there is a record check fee of \$7.00 for each of the following: the applicant; each principal or officer of the corporation, LLC, partnership, or organization; and the local manager/responsible party.
- Complete the applicable sections of the application depending on the type of organization.
- Every applicant must complete the applicant information, the operational information (Section E), and the acknowledgement (Section G). More information may be necessary depending on the type of organization the applicant represents.

LOCAL MANAGER/RESPONSIBLE PARTY:

- Partnerships, LLCs, Corporations, Nonprofits, and all other types of organizations must appoint a local manager or responsible party. This individual serves as the local contact and is responsible for the conduct of any sponsored individuals or other employees of the organization.
- JUVENILES SPONSORED:
 - The local manager is responsible for supervising and controlling the conduct of all persons under 18 years of age who engage in sales activities.
 - This individual is liable for payment of any forfeiture imposed for violations by any juvenile sponsored.
 - This individual must provide a badge or other easily readable form of identification which displays the name of the bearer and the name of the sponsor.
 - The names, addresses, and telephone numbers of all sponsored juveniles must be included in the application.
- ADULTS SPONSORED
 - Only tax exempt organizations may sponsor adults. If other types of organizations will have multiple adult vendors, each vendor must apply as a separate applicant. The company or corporation must still appoint one local manager.
 - A tax exempt organization (pursuant to §501(c)3, 4, 6, 7, and 10 of the Internal Revenue Code) may act as a sponsor for members of the organization engaged in sales activities on behalf of the organization only.

- The local manager is responsible for supervising and controlling the conduct of all members engaging in sales activities.
- This individual is liable for payment of any forfeiture imposed for any violations.
- This individual must provide a badge or other easily readable form of identification which displays the name of the bearer and the name of the sponsor.
- The names, addresses, dates of birth, and telephone numbers of all sponsored adults must be included in the application.

GENERAL REGULATIONS:

- The sponsor must provide a badge or identification card to each vendor which includes the bearer's name and the name of the sponsor. Identification must be clearly visible at all times when engaging in sales activities.
- All vendors must carry a copy of the permit while engaging in sales activities and must display the permit upon request to any Police Officer or other person.
- No vendor may intentionally misrepresent the purpose or nature of the visit or solicitation; the source of the items being sold, or the disposition of the proceeds or profits from the sale of the items.
- No outdoor vendor may engage in outdoor vending within 2 blocks of any public or private grade school, middle school, or high school when school is in session.
- No outdoor vendor may engage in outdoor vending on any city street, alley, or sidewalk.
- No outdoor vendor may engage in outdoor vending in any city park, except as provided in §§15.06 and 18.02(15) of the Municipal Code.

EXEMPTIONS FROM PERMIT REQUIREMENTS (but not regulations):

- An ex-soldier who has submitted a copy of a current, valid Wisconsin License per §440.51 of Wisconsin Statutes.
- A charitable organization which provides the City Clerk with a copy of a current, completed, annual registration statement required under §440.42(1) or (5) of Wisconsin Statutes.

GROUNDS FOR DENIAL:

The Police Chief may deny the permit on one or more of the following grounds:

- The application is incomplete or contains inaccurate, false, or misleading statements.
- The criminal background check shows that the applicant, employee of the applicant, sponsored person, or other individual for whom a criminal background check is required, has been convicted of a crime or violation of a local ordinance and that the nature of the offence substantially relates to the activities of an outdoor vendor.
- The applicant, employee of the applicant, or sponsored person has failed to comply with any provision of Chapter 14.04 of the City of Beloit Municipal Code.

SUSPENSION AND PENTALITIES:

- The permit may be suspended or revoked by the Police Chief for violations of the outdoor vending regulations.
- The penalties for violating these regulations and requirements include forfeitures between \$100 and \$500.



Date of Application: _____

**CITY OF БЕЛОИТ
OUTDOOR VENDOR’S PERMIT APPLICATION**

The investigation fee is **\$100.00** per applicant and record check fee of **\$7.00 each for the applicant, principals of the corporation, LLC, or nonprofit and local manager/responsible party**. Please allow 7-10 business days for processing and record checks. Outdoor vending is not permitted on City streets, sidewalks, or public rights-of-way. Permits expire December 31 of the licensing year.

APPLICANT (individual completing the application):

Name (Last, First, Middle) **Home Address** **DOB** **Telephone Number**

Temporary Address, if applicable:

I am completing this application on behalf of (check one):

<input type="checkbox"/>	Individual	Complete Sections A, E, G
<input type="checkbox"/>	Partnership*	Complete Sections B, D, E, G
<input type="checkbox"/>	Limited Liability Company*	Complete Sections C, D, E, G
<input type="checkbox"/>	Corporation*	Complete Sections C, D, E, G
<input type="checkbox"/>	Other Type of Organization	Complete Sections C, D, E, G
<input type="checkbox"/>	Nonprofit Organization*	Complete Sections C, D, E, G
<input type="checkbox"/>	Organization Sponsoring Juveniles*	Complete Sections C, D, E, F, G
<input type="checkbox"/>	Nonprofit Sponsoring Adults*	Complete Sections C, D, E, F, G

*Every organization must appoint a local manager/responsible party for any incidents or complaints in the City of Beloit (see Section D).

SECTION A – Individual (same as Applicant)

Age: **Height:** **Weight:** **Hair Color:** **Eye Color:**

If individual on behalf of an employer, please complete the following:

Name of Employer Permanent Address Telephone Number

SECTION B – Partnership (include all partners)

Name (Last, First, Middle) **Home Address** **Telephone Number**

SECTION C – Corporation/Limited Liability Company/Nonprofit Organization/Other

Full Name of Corporation/LLC/NPO:

Address of Corporation/LLC/NPO:

Tax Exempt Status from IRS, if applicable:

(Please specify subsection of §501 of the Internal Revenue Code and provide letter or proof from IRS)

If other organization, describe name and type:

(Include name, address, and telephone of 3 highest ranking officials in the organization below)

Member/Officer Name & Title

Home Address

Telephone Number

SECTION D – Local Manager/Responsible Party

Name (Last, First, Middle)

Home Address

DOB

Telephone Number

Age:

Height:

Weight:

Hair Color:

Eye Color:

SECTION E – Information Regarding Operations

Hours of Operation:

Description of Product or Service:

Outdoor Vending Locations (written authorization from property owners required):

Street Address	Tax Parcel Number	Zoning District	Confirmed by:	Date(s)

Vehicles used in activity:

MAKE	MODEL	LICENSE #	STATE OF REGISTRATION

List 3 other municipalities where similar activities have been conducted, if applicable:

CITY	STATE	DATES

Report of any crime or non-traffic ordinance violation within the last 5 years committed by the Applicant and/or Responsible Party:

NATURE	DATE	PLACE	PENALTY

Please attach additional lists when necessary.

SECTION F – Sponsored Persons, if applicable.

The sponsor must provide a badge or ID displaying name of sponsor or company and the name and picture of the bearer while participating in sales.

List of Juveniles being sponsored:

NAME (Last, First, Middle)	HOME ADDRESS	TELEPHONE NUMBER

List of Adults being sponsored (nonprofit organizations only):

NAME (Last, First, Middle)	HOME ADDRESS	DOB	TELEPHONE NUMBER

Report of crime or non-traffic ordinance violation within the last 5 years for sponsored persons:

NAME	NATURE	DATE	PLACE	PENALTY

Please attach additional lists when necessary.

SECTION G – Acknowledgment

I hereby make application with the City of Beloit for an OUTDOOR VENDOR'S PERMIT as provided by Section 14.04 of the City of Beloit Municipal Code, the same to expire on the 31st day of December _____.

Having read and answered all of the above statements and questions, I hereby consent to investigation of such facts and state that all of the above statements are **true and correct** to the best of my knowledge. I understand that any omission shall render this application, and any subsequent permit, void. I understand that information provided on this application is of **public record**. If I am the applicant or local manager, I understand that it is my responsibility to **supervise and control the activities of all sponsored persons** while engaging in outdoor vending. I understand that the investigation and record check fees are **non-refundable** under any circumstances and that I can appeal the denial of this permit application to the City Council by filing a written appeal with the City Clerk within five days of receiving the written notice of denial.

Applicant/Responsible Party Signature

OR

As an **ex-soldier licensed by the State of Wisconsin**, I understand that I am exempt from the permit requirements but not the regulations. As such, I have read and understand the regulations for outdoor vendors in the City of Beloit and I agree to abide by said regulations. I have submitted a copy of my Wisconsin License, per §440.51 of the State Statutes. I understand that if this license is suspended or revoked by the Department of Safety and Professional Services, I must inform the City Clerk and cease any sales activities immediately.

Signature of Ex-Soldier licensed by the State of Wisconsin

For Office Use Only:

- Exemption Claimed (attach letter from IRS)**
- Ex-Soldier (attach copy of WI License)**
- Copy of Licenses required (DL or Photo & 2 IDs)**
- Written Authorization from Property Owner**
- Total Fees Paid**
- Date Fees Paid**
- Gave Supplemental Information to Applicant**
- Treasurer's Check Sheet Completed**
- Date Permit Issued by Clerk**

APPROVAL or Denial (circle one)

Police Department: _____ **Date:** _____

Fire Department: _____ **Date:** _____

COMMENTS:

