



VENDOR APPLICATION

(CHECK ALL THAT APPLY)

- Vendor – Mobile
- Vendor – Push Cart
- Vendor – Stationary
- Vendor – Stationary Merchant

Food Related

- YES
- NO

REQUIREMENTS

1. \$50.00 non-refundable plan review fee
2. Vendors must purchase a \$50.00 Vendor's License with the City of Broken Arrow
3. A Vendor Permit is required for *each location* – refer to Manual of Fees for permit fees
4. Submit the Vendor Site Plan application showing location of vending vehicle
5. Copy of valid Driver's License
6. Copy of Oklahoma Sales Tax Permit or an official letter of exemption from the State of Oklahoma 918-581-2751
7. Copy of property owner's *signed* letter of permission, or, a signed contract stating approved location and owner contact information

SEE ADDITIONAL INFORMATION BELOW

VENDING LOCATION & SALES INFORMATION

Location Address	
Brief description of business to be conducted – and – items being sold	
Description and content of any signs to be used (banners, flags, street signs)	Number of signs
Dates you plan to be at this location	Hours of Operation
Start Date: _____ End Date: _____	M T W TH F SA SU
Vending Vehicle (leave blank if not using a mobile vehicle) Make: _____ Model: _____	
Year: _____ Color: _____ Tag#: _____ VIN#: _____	

APPLICANT INFORMATION

Applicants Last Name (Please Print)	First Name	Middle
Address		
City/State	Zip Code	Phone
Business Name		Phone
Address	City/State	Zip Code

Previous cities & dates you have conducted business

DISCLAIMER

By signing I certify that my answers are true and complete to the best of my knowledge

Signature _____ Date _____

ADDITIONAL INFORMATION

Food Vendors: Once a Broken Arrow Vendors Permit is obtained, take your vendor permit to the **Tulsa County Health Dept.** for a vehicle inspection and food permit. Return here with the original (blue) food permit form to obtain your Broken Arrow Food License. Fees for Broken Arrow food licenses are set by **TCHD 918-595-4300**

Mobile & Push Cart Vendors may not set up permanently in any location – and – permits are purchased per day

Stationary Vendors are purchased for 180 days max per year

VENDOR SITE PLAN APPLICATION

REQUIREMENTS

1. Submit a site plan on 8 ½" x 11" paper, showing exact vending unit location with dimensions to:
 - streets
 - accessory buildings
 - location of all signs (other than signs fixed permanently to unit)
2. A commercial electric permit may be required if electrical service is needed

RESTRICTIONS

YOU ARE PROHIBITED FROM AND MAY NOT:

- set up in front of the Build-Line (front & side)
- set up in the city's right-of-way
- set up in city parks
- set up on sidewalks
- set up without proper city permits
- set up on private residential property
- set signs out without an approved Sign permit (excludes stationary signs on carts, huts, etc.)
- block driving lanes or fire lanes

VENDOR INFORMATION

Address of desired location- Seasonal Vendors Only

Applicants Name (Please Print)

Phone

Business Name

Items being sold

ADDITIONAL NOTES