



# Vendor Application

- Vendor – Mobile     
  Vendor – Push Cart     
  Vendor – Stationary     
  Vendor – Food

### REQUIREMENTS

1. See manual of fees for permit cost
2. Copy of Oklahoma Sales Tax Permit or an official letter of exemption from the State of Oklahoma

### BUSINESS INFORMATION

Business Name		Phone
Business Address	City/State	Zip Code

### APPLICANT INFORMATION

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

### DESCRIPTION OF BUSINESS & VEHICLE INFORMATION--leave blank if not using a mobile vehicle

Brief description of items being sold		Date to begin selling
Vending Vehicle Make	Model	Year
Color	Tag#	VIN#

### DISCLAIMER

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

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### DO NOT WRITE BELOW - - - ANNUAL INSPECTION SIGN-OFF (required)

Fire Department \_\_\_\_\_ Date \_\_\_\_\_  
 Inspection Division \_\_\_\_\_ Date \_\_\_\_\_

### ADDITIONAL INFORMATION

**Push Cart & Stationary Vendors:** may not set up permanently in any location. Vendor licenses expire June 30<sup>th</sup> each year.

**Seasonal Food Vendors:** Seasonal food vendors & seasonal outdoor sales permits expire 180 days from date of issuance.

**Annual Inspections:** (required) An annual inspection must be completed and approved to ensure compliance with C ity, State, and Federal laws. You will be contacted by the City of Broken Arrow to conduct these inspections at a later date.

Once your Broken Arrow Seasonal Vendor Permit is issued, take your vendor permit along with your Oklahoma Tax Commission letter, to the Tulsa County Health Department to obtain a Broken Arrow Food License.

**For Office Use Only:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Application Number \_\_\_\_\_