

GROWTH MANAGEMENT DEPARTMENT

201 SE 3RD STREET (Second Floor), Ocala, FL 34471

Email: building@ocalafl.org; Phone: (352) 629-8421

GUIDELINES FOR MOBILE VENDOR LICENSE

\$50.00 APPLICATION FEE (NON – REFUNDABLE) \$150.00 LICENSE FEE (RENEWAL YEARLY) ** ZONING APPROVAL REQUIRED**

All businesses are required to secure a Mobile Vendor's License unless they are exempt per City of Ocala code section 22-344. Exempted uses must secure an occupational license per section 22-356.

It is **Your** responsibility to find out all the requirements that you need to meet before you open your business.

- o Applicant must submit the following to constitute a complete application:
 - Mobile Vendor application
 - Submit one photograph of the applicant, taken within 60 days immediately prior to the date of filing of the application, which picture shall not be larger than two square inches and not smaller than one square inch, showing the head of the applicant clearly.
 - A description of the vehicle and/or nonpermanent structure to be used in the business, including model, year, manufacturer, color and license number; and length of time for which the right to do business is desired. OVERNIGHT PARKING IS PROHIBITED.
 - Provide reference letters from at least two reliable property owners of Marion County who
 will certify as to the applicant's good character and business respectability, or, in lieu of the
 letters of references, such other available evidence of the good character and business
 responsibility of the applicant which will enable an investigator to evaluate properly such
 character and business responsibility
 - OPD Social Security collection form
 - OPD Background Check form
 - Provide a Florida Department of Law Enforcement Criminal History Information Report.

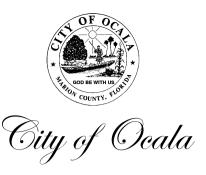
 Applicant can obtain online at your own cost at www.fdle.state.fl.us (Criminal History Records-My Florida Private Eye) or call 850-410-8109
 - Letter of Consent from the property owner where the vendor will be operating
 - Copy of Drivers License
 - \$50 application processing fee
 - \$150 Business Tax Certificate Fee (per category, per person)
- o If license is for used goods, a Second Hand Dealers license must also be secured

Seasonal items (x-mas trees, pumpkins, and fireworks) are allowed in **B-2**, **B-4**, **B-5**, **SC**, **M-1**, and **M-2** zones. (A Business Tax Certificate application will be required in lieu of the Mobile Vendor License.) **Food & Beverage** for human consumption is allowed in **B-4**, **B-5**, **GU**, **M-1**, **M-2**, and **SC** zones. **Food vendors need proof of inspection by the Division of Hotels and Restaurants (DBPR – 850-487-1395) to obtain a permit. Pre-packaged foods need approval from the Department of Agriculture (800-435-7352).

All other goods are allowed in a **B-5** zone only.

The Mobile Vendor's certificate shall be displayed in a prominent location or on the person along with the ID tag issued by the City of Ocala.

If you have any questions or need additional information, please call 352-629-8421



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MOBILE VENDOR APPLICATION

APPLICATION FEE \$50.00 (NON – REFUNDABLE)
** ZONING APPROVAL REQUIRED**

Business Name					
Form of Business: () Individu	ial () Partner	rship () Co	orp. ()LLC	FEIN:	
Applicant Name					
Local Address					
Telephone: Local	one: Local Cell		Fax		
E-mail Address					
Date of Birth	Height	Weight	Hair Co	olor	Eye Color
Description of business and good	ds to be sold				
Category (check all that apply)	Edibles Goods Services Rentals		Fee \$150.00 Fee \$150.00		
Vehicle Description and or Structure	cture to be used				
MakeModel	·	Year	_Color	Vehicle Li	cense #
Name and address of employer_					
Length or duration of sales					
LOCATION OF SALES					
Name and address of two reliable and respectability	e people that ow	n property in	Marion County,	and can attest to	your good character
NAME			NAME		
ADDRESS			ADDRESS	S	

Have you ever l	been convicted of a felony or	misdemeanor or violation of any mun	icipal ordinance?			
If yes, describe	e the offense and the penaltic	es imposed				
I under	stand that as a Mobile V	Yendor I may not: (per Sec 22-358	s):			
	Obstruct vehicular or pedestrian traffic.					
	Enter upon side walks or foot paths except in a GU zone.					
	Enter any zoning district except as permitted by Sec 122-282.					
	Enter upon any no parking area or loading zone.					
5.	Enter upon a metered public parking space, unless, in a non-GU zone, the required meter amounts are paid as due.					
	Stop or stand any vehicle so as to interfere with the normal flow of traffic.					
7.	Enter within 500' of any elementary or secondary school during a period commencing 30 minutes before classes begin and expiring 30 minutes after classes are concluded each day.					
8.	Station yourself, vehicles, goods, or displays within 500' of any licensed businesses which offer for sale the same goods or services, except in a GU zone.					
9.		n-permanent structure unattended				
). Fail to have the appropri	ate number of fire extinguishers- conformance with the City of Oc				
Applicant's Signature			Date			
Applicant p	please check all that are attac	hed:				
SS. Form _	Applicant Photo	2 Reference Letters	FDLE Report			
Property Ov	wner Consent Letter	Copy of Drivers License	\$50 Application Fee			
OPD Backg	ground Check					
**************************************		**********	***********			
Zoning Clas	ssification	Verified on _	by			
Approved b	oy:	(Official) o	n (Date)			
TOTAL FE	EES DUE					

BUSINESS LICENSE #____

DATE RECEIVED: _____



COLLECTION OF SOCIAL SECURITY NUMBER

THE CITY OF OCALA DEPARTMENT OF PLANNING AND DEVELOPMENT IS REQUESTING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER. SUCH DISCLOSURE IS **MANDATORY**.

COLLECTION OF YOUR SOCIAL SECURITY NUMBER IS FOR THE FOLLOWING PURPOSES:

BACKGROUND CHECK	
IDENTIFICATION AND VERIFICATION	
CREDIT WORTHINESS	
NAME:	
SOCIAL SECURITY NUMBER:	

THIS FORM WILL BE DESTROYED UPON COMPLETION OF APPLICATION.

FDLE Background Check Required

Provide a Florida Department of Law Enforcement Criminal History Information Report. Applicant can obtain online at your own cost.

Available at www.fdle.state.fl.us (Criminal History Records-My Florida Private Eye), or call 850-410-8109