



## OUTDOOR MOBILE VENDOR PERMIT APPLICATION

Refer to Bridgeport Municipal Code, Chapter 17.56.215 online at [BridgeportWashington.net](http://BridgeportWashington.net).

Applicant Information				
Business/Owner Name:		UBI #:		
Physical Address:		Mailing Address:		
City/State/Zip:		City/State/Zip:		
Contact Phone #:		Email:		
Location of Sales:		Items to be Sold:		
Manner of Operation:		Dates, Hours and Duration of Operation:		
Employee/Agent of Business				
Name:		Phone:		
Physical Address:		Mailing Address:		
City/State/Zip:		City/State/Zip:		
List all vehicles or means of transport being used to sell from (More than 3 list on back)				
Color:	Year:	Make/Model:	License:	State:
Color:	Year:	Make/Model:	License:	State:
Color:	Year:	Make/Model:	License:	State:

**I certify the information on this application is correct. I agree to comply with all rules and regulations pursuant to the Bridgeport Municipal Code. I understand there is a waiting period however, there is no fee for the application. If I plan on conducting business anywhere other than the location identified on this application, I will notify the City immediately and submit a new application.**

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only	
Administration	Approval, Comments, and Date:
Public Works	Approval, Comments, and Date:
Planner	Approval, Comments, and Date:
Fire Chief	Approval, Comments, and Date:

## CHECKLIST

### **Outdoor Mobile Vendor Permit Application**

Use Checklist to ensure application is **COMPLETE**. Application will not be accepted if incomplete.

	Mobile Vendor Application form is filled out with NO BLANKS.
	Site meets requirements listed in BMC Title 17 Zoning.
	Scaled site plan of location depicting area to be occupied, parking area and the number of parking spaces allotted, driveways identified, location of existing buildings and their use, and setbacks applicable to the lot.
	Scaled site plan depicting how water, sewer, stormwater, and grease disposal will be handled.
	Written plan for fire safety and proposed lighting.
	Affidavit completed by property owner allowing use of their property and approving the accuracy of the site plan.
	Copy of Master Business License from Washington State Department of Revenue including City of Bridgeport endorsement per BMC Title 5 Business Licenses.
	Copy of the Chelan/Douglas Health District permit for this application.
	Copy of permit for LPG tanks and piping installation from City Fire Chief
	Copy of Washington State Department of Labor and Industries permit if using electricity
	Proof that any structure or accessory structure used shall be in compliance with Bridgeport Municipal Code: Title 5 - Business Licenses, Taxes and Regulations; Title 15 – Buildings and Construction; and Title 17 - Zoning.

## **DEVELOPMENT STANDARDS**

### **Outdoor Mobile Vendor Permit Application**

1. Shall not conduct business so as to violate any ordinances of the city, including those regulating traffic and rights-of-way, as now in effect or hereafter amended.
2. Shall not be located in such a manner as to cause a traffic hazard.
3. Shall not obstruct or cause to be obstructed the passage of a sidewalk, street, avenue, alley or any other public place by causing people to congregate at or near the place where services are being sold or offered for sale.
4. Are prohibited from occupying required parking spaces and vehicular traffic areas of existing businesses.
5. Employees must have access to sanitary facilities during working hours. If such facilities are to be provided by an adjoining use, the written, signed and notarized approval of the landowner is required.
6. All outdoor mobile vendors operations related to cooking, sale of goods, displays, and other portions of the operation outside of seating, landscaping, and singular display of goods, menus, and signage attached to the stand shall take place from within the enclosed mobile vending unit.
7. Shall provide garbage receptacles for customer use and provide for appropriate waste disposal.
8. All outdoor mobile vendors shall be maintained in a neat and orderly condition and manner, free of debris and litter.
9. Outdoor mobile vendors, including any outdoor or covered seating shall occupy an area no larger than four hundred square feet. The size of an outdoor mobile vendor shall be counted as part of the lot coverage for the specific lot/parcel. If more than one outdoor mobile vendor is permitted per lot/parcel, then the total square footage is reduced to two hundred fifty square feet per outdoor mobile vendor.
10. At the conclusion of business activities at a given location, the vendor shall clean all areas surrounding his or her commercial stand of all debris, trash and litter generated by the vendor's business activities.
11. All advertising shall be placed via wall standards and be placed on the commercial stand. Wall sign regulations shall follow those of the underlying zoning district in relation to the size of the commercial stand; one sandwich board sign no larger than twenty-four inches by thirty-six inches shall be allowed providing its location is approved by the public works director.
12. All outdoor mobile vendors shall provide off-street parking spaces in compliance with regulations for the zoning district where located, plus sufficient stacking for six vehicles for vendors with a drive-through component.

**PROPERTY OWNER AFFIDAVIT**

STATE OF WASHINGTON )  
  ) ss.  
COUNTY OF DOUGLAS )

I, \_\_\_\_\_ and \_\_\_\_\_,  
                                  Print Name   Print Name

being duly sworn, declare that I/we am/are owners of the following property:

\_\_\_\_\_  
  Property Physical Address

in Bridgeport, Washington, and do permit the following Vendor:

\_\_\_\_\_  
  Business Name of Vendor

\_\_\_\_\_  
  Mailing/Physical Address of Vendor

To utilize a portion of said property to **conduct business** as an Outdoor Mobile Vendor and **approve the site plan** for property use in compliance with all applicable Bridgeport Municipal Code.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

(Stamp)

\_\_\_\_\_  
Commission Expires