**APPLICATION AND PERMIT PROCESS CHECKLIST**

**Step 1 Applicant**

**Completed Application**

* Application Form *(MUST be completed by owner)*
* Menu – insert or attached
* Image(s) *(clear color images of concession, cart, etc)*

**Step 2 City of Austin**

* Completeness check
* Review application, check for existing vendor conflicts

**Step 3 Applicant**

**Submittals and Copies \***

**What? Notes**

* [Insurance Certificate](http://www.austintexas.gov/sites/default/files/files/Parks/Special_Events/policies/insurance.pdf) *Certificate names the city-General & Auto coverage.*
  + Worker’s Compensation *(required if NOT a sole proprietor)*
* [Sole Proprietor Letter](http://www.austintexas.gov/sites/default/files/files/Parks/Special_Events/Concession/Concession_App_-_sole_proprietor_letter_template.docx) *(see template IF a sole proprietor)*
* Health Permit Copy
* Texas Sales and Use Permit (tax id) [**https://comptroller.texas.gov/taxes/sales//**](https://comptroller.texas.gov/taxes/sales/)

*Texas tax law requires organizations to collect tax on most of sales of taxable items*

* Texas Driver License Copy

***\*APPLICANTS:*** *Items due after application preliminary review and approval. This allows for questions and answers prior to having to procure or produce additional documentation.*

**Step 4 City and Applicant**

**City Permit Issuance**

* Concession Contract Executed *(Applicant)*
* Permit Printed *(City)*
* Fee Paid *(Applicant)*