



Austin Transportation Department

Right of Way Management Division

P.O. Box 1088, Austin, Texas 78767

REQUIREMENTS FOR VENDING PERMITS

If you are performing stationary vending (sell, offer for sale, exchange, or take orders for merchandise) at a specific location in the right of way, this is the permit you will need.

STEPS TO OBTAIN A VENDOR PERMIT

1. Identify a **specific location** that satisfies right of way **criteria**.
2. Bring **vending cart/stand** to office during walk-in hours to ensure it satisfies right of way **criteria**.
3. Apply online at <https://abc.austintexas.gov>. Submit required **documentation** to Right of Way Management staff; pay the application **fee**.
4. *If* the location, cart/stand, and documentation are approved, *then* pay annual ground rent **fee** and complete a **Vendor License Agreement and Resolution of Authority**. Vending permit can then be activated by Right of Way Management.

SPECIAL NOTES FOR VENDING:

- ALLOW UP TO **45 DAYS** FOR REVIEW AND APPROVAL OF LOCATION, DOCUMENTATION, AND CART/STAND.
- THE **AUSTIN PUBLIC HEALTH** MUST PERMIT ANY VENDOR THAT WISHES TO PRODUCE OR SELL **CONSUMABLES**.
- **NO PERSON OR COMPANY SHALL HAVE MORE THAN THREE (3) RIGHT OF WAY VENDOR PERMITS.**

STEP 1 – LOCATION CRITERIA

Right of way Vendors are permitted to select **ONE specific location** where their cart/stand will be stationed. The location must satisfy the following criteria:

- The affected sidewalk area must be a minimum of sixteen (16) feet wide
- The affected sidewalk area must allow for ten (10) feet by ten (10) feet of **unobstructed space**, taking into consideration the placement of the cart/stand
- Allow for a **pedestrian clearance zone** of a minimum of six (6) feet wide, taking into consideration the placement of the cart/stand
- CANNOT be placed within twenty (20) feet of **another vending location**
- CANNOT be placed within twenty (20) feet of a **driveway or pedestrian crosswalk**
- CANNOT request a location that is within one thousand (1000) feet of **another location held by the same person or company**
- UNLESS the **adjacent business** provides **written approval**
 - o CANNOT be placed within ten (10) feet of an entryway/doorway to *any* business
 - o CANNOT be placed within twenty (20) feet of an entryway/doorway to *any* business **selling comparable merchandise**
 - o CANNOT obstruct or block a **display window**

STEP 2 – CART/STAND CRITERIA

Right of way Vendors are permitted to place either a **CART** or a **STAND** in the right of way. The cart/stand must satisfy the following criteria:

- If using a cart, it must be **MOBILE**, if using a stand it must be very **EASILY MOVED**
- The cart/stand CANNOT exceed **four (4) feet by five (5) feet** including any non-detachable/non-collapsible wheels or hitches
- The cart/stand must be **SELF-CONTAINED**
- The cart/stand CANNOT **encroach on other items in the right of way**, e.g. trees, benches, buildings, etc.

STEP 3 – DOCUMENTATION

Refer to

https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/How_to_Apply_for_Permits_on_the_ABC_Website.pdf for a guide on how to submit an online application.

Right of way Vendors must submit the following **documents**:

- FULLY Completed and Notarized **Application (SEE PAGES 3 AND 4 OF PACKET)**
- **Certificate of Insurance**
 - o General Liability Insurance set at \$500,000 per occurrence minimum
 - o Evidence of a 30 Day Notice of Cancellation
 - o City of Austin as Additional Insured
 - o “City of Austin, Attn: Right of Way Mgmt, P.O. Box 1088, Austin, TX 78767” as Certificate Holder
 - o Refer to https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Insurance_Requirements.pdf for full list of insurance requirements.
- Copy or photo of current/valid **Texas Sales & Use Tax Permit**
- Copy or photo of current/valid **Mobile Food Vendor Permit** *if* vending consumables
- **Photo of cart/stand**

FEES

https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Fiscal_Year_2018_Approved_Fees.pdf

CITY CODE

For information about City Ordinances, Standard Details, Transportation Criteria Manual, etc. go to

<https://www.municode.com/library/tx/austin>. For vending requirements, reference “Article 3. - Street Vendor License” (chapters 14-9-21 through 14-9-23)

VENDOR CONTACTS

https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/ROW_Permitting_Contacts.pdf



City of Austin

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RIGHT OF WAY VENDOR LICENSE APPLICATION

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Applicant Name:

Address:

City: State: ZIP Code:

Phone: E-mail: Fax:

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Business Name/DBA: Sales Tax #:

Business Structure (circle one): Corporation Limited Liability Company Partnership Sole Proprietorship

Address:

City: State: ZIP Code:

Phone: E-mail: Mobile Food Vendor Permit # (if applicable):

LIST ALL VENDING PERMITS YOU NOW HOLD:

PERMIT #	LOCATION	EXPIRATION DATE

Have you held a vendor permit that has been revoked: Yes No

If you answered yes, explain why: _____

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Address (Or Closest Property Address):

ZIP Code: Curb: (Circle One) North South East West

ADJACENT BUSINESS INFORMATION (if applicable)

Name of Adjacent Business: Name of Business Owner:

Mailing Address:

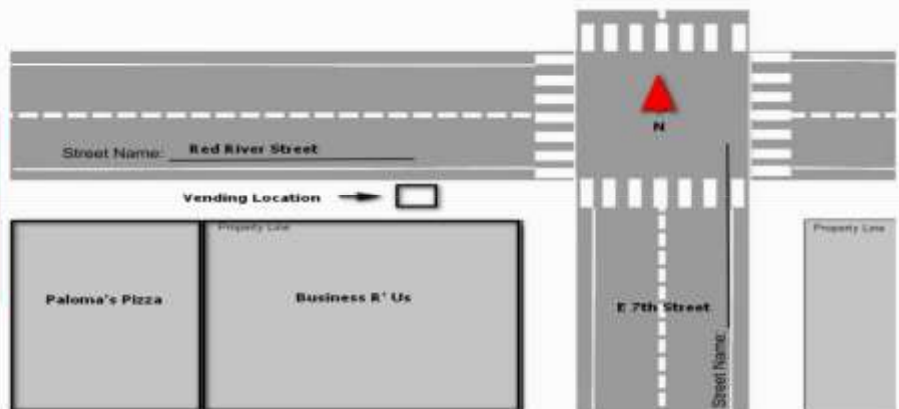
City: State: ZIP Code:

****Right of Way Management will deliver notice of your vending request to the adjacent business via certified mail. The business owner is provided 10 days to submit comments/objections to the request.****

VENDING LOCATION SKETCH

You are required to submit a map, photo, sketch, or diagram of the proposed site. See sample diagram below.

Label all street names.
Use a north arrow or compass to indicate direction.
Identify the proposed vending location.
Label name of adjacent business.





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Proposed Days of Operation:

Proposed Hours of Operation:

State your proposed method of sale:

List items to be offered for sale:

I DECLARE THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND THAT I HAVE READ THE CITY OF AUSTIN CODE SECTION 14-921 THROUGH 14-9-23, AND I UNDERSTAND ALL CONDITIONS OF THIS APPLICATION AS SET FORTH HEREIN AND THE CITY CODE.

PRINT NAME AND TITLE

SIGNATURE OF APPLICANT
(MUST SIGN IN THE PRESENCE OF NOTARY)

THE PERSON KNOWN TO ME TO BE THE ABOVE SIGNED APPLICANT IS DULY SWORN BY ME AND STATES UNDER OATH THAT HE/SHE HAS READ THIS APPLICATION AND THAT ALL FACTS THEREIN SET FORTH ARE TRUE AND CORRECT.

SWORN TO ME ON THIS, THE _____ DAY OF _____, 20_____

STATE OF TEXAS, TRAVIS COUNTY NOTARY PUBLIC SIGNATURE