






SPECIAL EVENT FOOD VENDOR CHECKLIST

The special event permit for food vendors to sell during special events such as festivals or as a pop-up for a limited time (maximum 10 days per special event). This permit requires a promoter permit for the venue or organizer that is hosting the special event. See the Special Event Promoter Permit Checklist for more.

Check List

-  **Occupational License.** To receive your Tax ID number and Occupational License, download and complete the [application form](#). This can be submitted via email to revenue.vendorpermits@nola.gov or submitted in person or via mail to the Bureau of Revenue at City Hall, 1300 Perdido St., RM 1W15. These licenses must be renewed annually through the Bureau of Revenue.
-  **Special Event Application and Supplement A.** Vendors for events must fill out page two of the [Master Event Application](#) and [Supplement A](#) and submit the Bureau of Revenue. See above for submission methods.
-  **State Health Permit.** To obtain a state health permit, submit the [Special Events Application](#) to Orleans Parish Sanitarian Gwen Shook at gwen.shook@la.gov. Applications will be reviewed within 10 days, and an inspection will be scheduled. Special event health permit fees are \$37.50 per booth, stand, and/or truck, which is not included in the City fees below. For questions, call (504) 568-7970.
-  **Fees.** Special event vendors will pay a \$50 annual fee for each year they wish to vend at special events.
-  **Sales Tax Requirements.** All businesses that sell food or other goods are required to register, obtain a license, and collect and remit taxes to the Bureau of Revenue - Sales Tax. These businesses will be mailed tax returns each month and will be required to remit the taxes to the Bureau of Revenue by the 20th of the month following the month of collection. [Learn more.](#)

Special Event Food Vendor Permit Restrictions

RESTRICTIONS



Promoter Required. This permit requires a promoter permit, which is issued by the One Stop Shop, for the venue or organizer that is hosting the special event. See the Special Event Promoter Permit Checklist.



Food Pop-Ups in Restaurants and Bars. This process is also currently used for food vendors who want to pop up in existing brick-and-mortar businesses. The hosting business or venue must see the Special Event Promoter Checklist, and the food vendor should follow the guidance on this page.

Questions?

If you have questions about this permit, reach out to the Bureau of Revenue at (504) 658-1666 or (504) 658-1648.

