



HANDMADE ITEMS VENDOR PERMIT AND LICENSE

If you are interested in selling handmade artifacts (non-edible items) on selected sidewalks*, you must first obtain a City-issued Handmade Artifact vendor permit (mayorality permit) and an occupational license. This guide will help you understand how to apply, and if you are approved, what general requirements you will need to abide by.

*See below under Facts and Regulations for a list of locations or page 3 for a map of locations

PREREQUISITES FOR APPLICATION:

The application process begins with the City's One Stop for licenses and permits, which is located on the 7th floor of City Hall (1300 Perdido Street). Along with a completed application, on forms provided by the City, you must also have all of the documents, certifications and inspections listed below. No application shall be processed until all required documentation is received. No applicant is guaranteed a Permit.

1. A surety bond of \$50.00 per vending stand in the Downtown Development District.

You will also need to obtain an occupational license, which allows you to do business in New Orleans, in addition to the Handmade Artifact Vendor Permit (mayorality permit), in order to lawfully operate. Applying for and receiving this license is part of the permit application process; be sure that both items are included when you receive your permit.

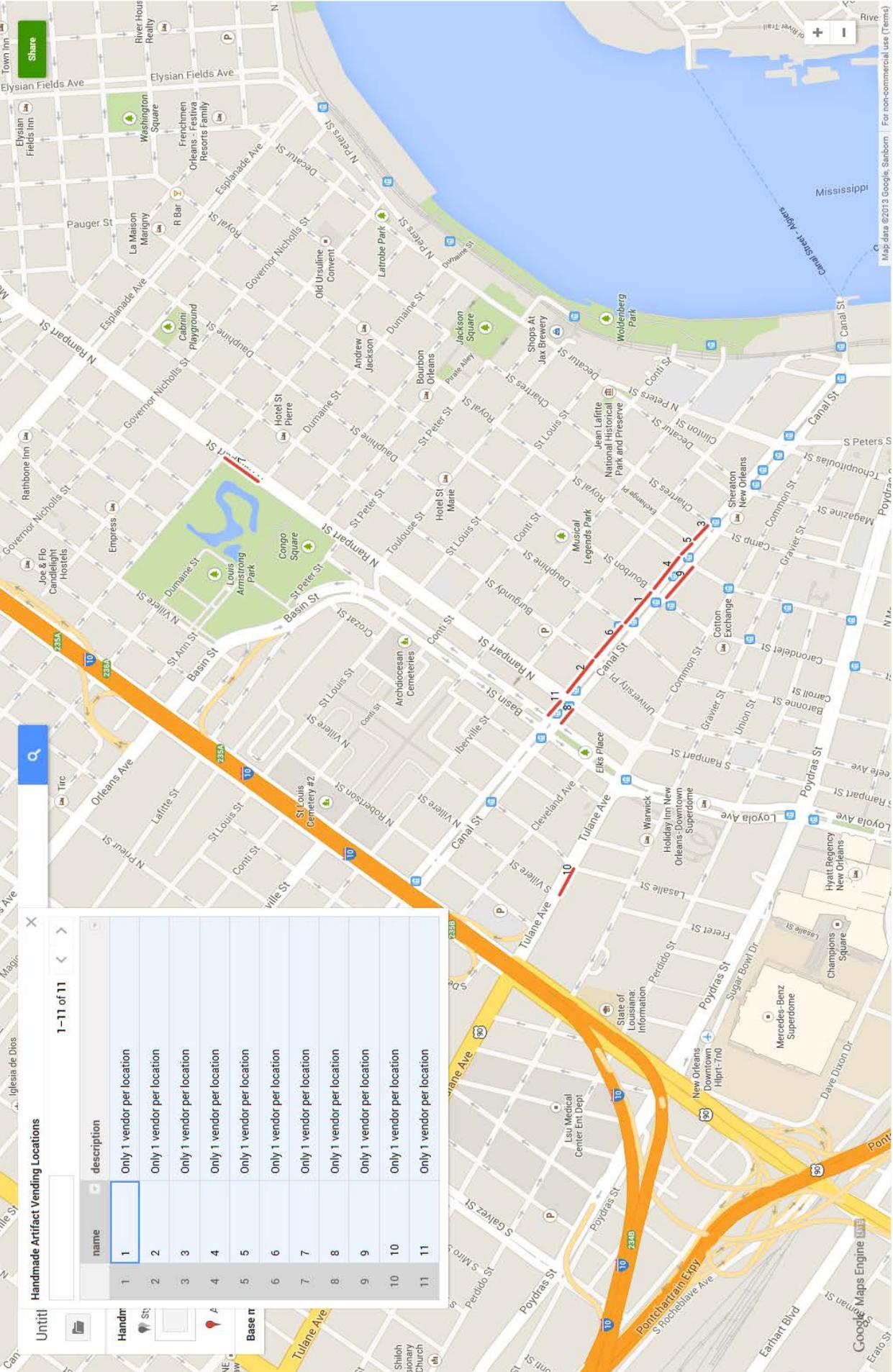
ANTICIPATED FEES/COSTS:

- If approved, a permit fee of \$125.25, which shall be renewed annually;
- If approved, an occupational license fee of \$150.00, which shall be renewed annually;
- If approved, a \$50.00 sales tax deposit;
- An identification card for \$5.00
- Any other applicable fee that may apply.

FACTS AND REGULATIONS FOR PERMITTED HANDMADE ARTIFACT VENDORS

- **Permits and correlating licenses expire on December 31st** and renewals thereof shall be made by January 31st.
- Permit holders who are renewing will be given preference over any applicant seeking a permit for the same location.
- **All vendors must wear their identification badges at all times** when business is being conducted.
- **The mayorality permit must be displayed** on the stand or table at all times.
- **No more than 2 vendors with ID badges can staff a stand or table** at any one time.
- **No stand can be left unattended for more than 15 minutes.** The stand can be removed to a public pound or warehouse if unmanned for over 15 minutes and the vendor will have to pay a fee of \$50.00 plus \$3.00 for each additional day of storage.
- **No vendor may orally solicit or harass the public to purchase merchandise.**
- **No vendor may sell alcoholic beverages**, controlled substances, or any other illegal item.
- If the vendor's mailing address changes, the vendor must notify the City within ten (10) days.
- **Handmade Artifact Vendor Permits are ONLY valid** in these locations and/or times (map available on page 3):
 - On Canal Street between Dauphine Street and Bourbon Street (downtown side);

- On Canal Street between North Rampart Street and Burgundy Street (downtown side);
 - On Canal Street between Exchange Place and Chartres Street (downtown side);
 - On Canal Street between Bourbon Street and Royal Street (downtown side);
 - On Canal Street between Royal Street and Exchange Place (downtown side);
 - On Canal Street between Burgundy Street and Dauphine Street (downtown side);
 - On North Rampart Street between Dumaine Street and St. Philip Street (lake side);
 - On Canal Street between Elks Place and South Rampart Street (uptown side);
 - On Canal Street between Carondelet Street and St. Charles Avenue (uptown side);
 - On Tulane Avenue between LaSalle Street and South Villere Street (uptown side);
 - On Canal Street between Basin Street and North Rampart Street (downtown side).
- **The number of permits issued shall be limited to one for each of the above locations.** No more than two persons shall be allowed at each stand.
 - For each block listed above, **the single vendor location will be determined by the Traffic Engineering Division of the Department of Public Works.** Traffic Engineering will attempt to place each vendor as close to the middle of the block as possible.
 - **Locations will not be directly in front of a store entrance.**
 - Locations can **only be on portions of the sidewalk that are at least 12 feet wide.**
 - **The stand, table or display shall be no larger than 6 ft. by 3 ft.**
 - All merchandise must be displayed on the same level and cannot be displayed beyond the confines of the table or stand.
 - **The stand or table must be as close to the curbside as possible, BUT may NOT** be closer than 18 inches from the curbside.
 - Stands or tables **must be 30 ft. from a bus stop sign.**
 - Stand or tables must be **at least 5 feet from any crosswalk or intersection.**
 - **No business may be conducted on a neutral ground or median strip** of a divided street.
 - **The police can request that a stand or table be moved immediately** if necessary for pedestrian or vehicular traffic, or if the stand is causing a disturbance in that location.
 - **The immediate area around the vendor location must be kept clear of trash or debris.**
 - **Handmade Artifact Vendor Permits are NOT valid in these locations and/or times:**
 - Within two blocks of any elementary or secondary school when school is in session;
 - During the Mardi Gras Season in the locations governed by sections 34-34 et. seq.;
 - During the Annual New Orleans Jazz and Heritage Festival Season within the area bounded by Florida Avenue on the north, North Broad Avenue on the east, Esplanade Avenue on the south, and Bayou St. John on the west (excluding the portion of that area contained within the exterior boundaries of the New Orleans Fair Grounds Racetrack) commencing at 7:00 AM on the first day of live music performances and continuing through and until 11:59 PM on the concluding day of live music performances;
 - In a clean zone as authorized by an ordinance adopted by the Council; and
 - When the City requires the use of its public right-of-way to facilitate projects or events within the right-of-way.



Handmade Artifact Vending Locations

name	description
1	Only 1 vendor per location
2	Only 1 vendor per location
3	Only 1 vendor per location
4	Only 1 vendor per location
5	Only 1 vendor per location
6	Only 1 vendor per location
7	Only 1 vendor per location
8	Only 1 vendor per location
9	Only 1 vendor per location
10	Only 1 vendor per location
11	Only 1 vendor per location