



STATIONARY FOOD VENDING PERMIT AND FRANCHISE

If you are interested in selling fresh produce or seafood from a stationary vehicle, you must first obtain a City-issued Stationary Food vendor permit (mayoralty permit), an occupational license, and a franchise ordinance for the vending location that you choose. This guide will help you understand how to apply, and if you are approved, what general requirements you will need to abide by.

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, license, or franchise.

- A copy of the vending vehicle's valid registration with the Louisiana Department of Motor Vehicles. All vehicles must be registered in the State of Louisiana.
- A copy of your valid Louisiana Driver's license.
- A copy of automobile insurance for the vending vehicle, providing insurance coverage for any automobile accident that may occur while driving on the road.
- All approvals, inspections, and certificates required by the State Department of Health and Hospitals. For questions regarding the State Health requirements, please call 504-568-7970.
- For seafood vendors only: All approvals, inspections, and certificates required by the Louisiana Department of Wildlife and Fisheries. For questions regarding the Wildlife and Fisheries requirements, please call 1-800-256-2749.
- A copy of your commercial general liability insurance coverage policy with liability coverage of at least \$100,000, naming the City as an insured party, providing insurance coverage for any accident that may occur while selling your food and conducting your business on the public rights-of-ways. This coverage must be valid at the time of application and throughout the year when the permit is valid. The official address of the City for insurance purposes is 1300 Perdido St., New Orleans, LA 70112.
- The desired location to park the vending vehicle on a public street within the City. You must also provide the days of the week and the correlating hours that you will be vending at the location.
- A photo of the vehicle indicating the dimensions. No vending vehicle can exceed 20 feet in length or 8 feet in width.

You will also need to obtain an occupational license, which allows you to do business in New Orleans, in addition to the Stationary vendor permit (mayoralty 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.

Any driver of a Stationary vendor vehicle must possess a valid Louisiana Driver's license, as required by State

ANTICIPATED FEES/COSTS:

- A non-refundable franchise application fee of \$175.00;
- If approved, a franchise fee that cannot exceed \$9,950.00, which shall be renewed annually;
- If approved, a permit fee of \$100.25;
- If approved, an occupational license fee of \$150.00, which shall be renewed annually;
- If approved, a \$50.00 sales tax deposit;
- A \$5.00 I.D. card fee per card; and
- Any other applicable fee that may apply.

FACTS AND REGULATIONS FOR PERMITTED STATIONARY FOOD VENDORS

- **Permits, franchises, and correlating licenses expire on December 31st and renewals thereof shall be made by January 31st. EXISTING LEGAL, PERMITTED STATIONARY VENDORS OPERATING BEFORE JULY 1, 2013 DO NOT NEED TO APPLY FOR A NEW FRANCHISE ONLY A RENEWAL IS REQUIRED.**
- **As of January 1st, 2014, all stationary food vendors must comply with the Prerequisites for Application** listed on the front of this page to either renew or apply for permits and licenses.
- Licenses and permits must be displayed and affixed to the front windshield in the lower corner on the passenger side.
- Vendors must obey all applicable traffic and vehicle safety laws, regulations, and restrictions.
- **Vendors can remain and vend only in those places and during those times that their Franchise Ordinance allows.**
- **All sales must take place between 6:00 AM and 7:00 PM.** Where other more restrictive or permissive time regulations exist, those regulations shall apply.
- **Stationary Food Vendors may only sell:** fresh, uncooked or unprepared produce and/or raw or cooked seafood sold in bulk by weight that has not been prepared, packaged, or served with other prepared food as part of a menu item
- **Stationary Food Vendors that are farmers may also sell:** their own produce and **their own value-added products** (oils, jams, jellies, etc.) or flavored frozen water-based food products (snowballs).
- Vendors may only sell food items as outlined above; no other goods, wares, or other items may be sold.
- **Stationary Food Vendors may not operate:**
 - Within 20 feet of any intersection;
 - Within 20 feet of any stop sign, flashing beacon, yield sign, or other traffic control signal located on the side of a roadway;
 - Within 3 feet of any public or private driveway, wheelchair ramp or bicycle ramp;
 - In any manner that impedes the flow of vehicular or pedestrian traffic on any public street or sidewalk.
- **No vendor may sell alcoholic beverages, controlled substances, or any other illegal item.**
- **Food shall only be exhibited and sold from the approved vending vehicle.**
- **No items can be placed in the street or on the sidewalk.**
- **Prices must be posted on a sign no larger than 6 square feet.** No other signs except one identification sign (no larger than 1 square foot) will be allowed at the franchise location.
- **No horns, amplification systems, or other sound-producing devices or music systems may be used.**
- **No Franchise will be granted, nor is any Stationary Food vendor permit valid in these locations and/or times:**
 - The entirety of the Vieux Carre (French Quarter), bounded by: Iberville Street, the Northbound side of North Rampart Street, Esplanade Avenue and the Mississippi River;
 - 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; and
 - In a clean zone as authorized by an ordinance adopted by the Council.