

VENDOR'S PERMIT DOCUMENT CHECKLIST

PERMIT COST:

One Day	\$10
Three Consecutive Days	\$15
One Month	\$35
Six Months	\$150
One Year	\$250

- Permit is issued in addition to the Local Business Tax Receipt.
- Permit starts on the 1st day of the calendar month and ends on the last day of the month.

- NO VENDOR PERMITS WILL BE PROCESSED AFTER 4:00 PM -

Shrimp and Seafood vendors must contact the Florida Fish and Wildlife Commission for additional saltwater products licensing – (850) 487-3122

DOCUMENTATION REQUIRED FOR ALL PERMITS:

- Fictitious Name Registration- must register company name with Florida Department of State Division of Corporations (850) 245-6058 or <https://efile.sunbiz.org/ficregintro.html>
- Completed Vendor Application
- Food Service License-Required of all prepared food sales. Division of Hotels and Restaurants (850) 487-1395 (Vending Unit Inspection, **if required**)
- Local Business Tax Receipt – Peddler at Retail - \$61.25 per fiscal year
- Photo of Vending Unit – what you are selling from or out of, how you are set up
- Picture ID of applicant

TRANSIENT MERCHANT PERMIT – setting up on private property (Ex. Parking lot, gas station, or empty lot)

ADDITIONAL DOCUMENTATION REQUIRED:

- Letter of permission from the property owner or legal agent. It must be notarized and contain the name, address, and telephone number of the property owner or legal agent. The date on the letter must be within the last six (6) months.
- \$1,000 cash bond- if applicant does **not** have a permanent local address. Must be paid in cash and is held until 60 days after the last day of the sale. Must apply for repayment in writing.

STREET VENDOR PERMIT - Vehicle that stops long enough to make individual sales and then moves on. Cannot stop for longer than 30 minutes and cannot go door-to-door. (Ex: ice cream trucks, mobile food dispensing vendors (food trucks/trailers), meat trucks, lunch wagons)

FOOD TRUCKS and FOOD TRAILERS MUST SUBMIT A COMPLETED MOBILE FOOD DISPENSING VENDOR CHECKLIST FROM RISK MANAGEMENT, 117 W DUVAL, 904-630-7521, and REGULATORY COMPLIANCE, CONSUMER AFFAIRS, 214 N HOGAN, 904-255-7198.

Duval County Tax Collector
Local Business Taxes
231 E. Forsyth St Suite 130
Jacksonville, FL 32202
(904) 630-1916 option 3