



**City of Richmond, Department  
of Finance  
900 E Broad Street, Room 103**

**Steps to acquiring a Sidewalk Vendor License**

- Obtain approval for location if seeking to operate within the Central Business District.
- Obtain commercial “liability insurance” for vendor operations, with a minimum coverage of \$300,000 (three hundred thousand) with the City of Richmond as co-insured (mandatory). Must provide copy of Certificate of Insurance (COI).
- A Health permit is required for food sales contact the Virginia Department of Health at 400 E Cary St., Richmond VA (804) 205-3500 for more information on obtaining a health certificate.
- Selling products such as ice cream, snow cones, smoothies contact the Virginia Department of Agriculture (804) 786-1452.
- Obtain a Virginia Tax Account-Virginia Department of Taxation. Hard copy available at 1957 Westmoreland St., Richmond VA. (January – May Only) [www.state.va.us/tax](http://www.state.va.us/tax) (804) 367-8037. year round at [www.state.va.us/tax](http://www.state.va.us/tax) 804-786-1985 or 804-367-8037.
- A Federal tax identification number is required if you are not using your social security number. *Internal Revenue Service (IRS)* [www.irs.gov](http://www.irs.gov) (866) 816-2065.
- Filing of Certificate of Assumed Name & Partnerships *John Marshall Court Building (Clerk of the Circuit Court)*. 400 North 9<sup>th</sup> St., Room 4- Lower Level (804) 646-6530.
- A vendor license is \$300.00; each additional stand/cart operating under the same license is \$50.00. The license covers one calendar year January 1 to December 31. Renewals are due by March 01.
- After purchasing a license you will receive a plate (to be displayed on your cart/stand) while vending in the City of Richmond.
- To renew/apply for a vendor/peddlers license, the required documentation must be provided: **Valid insurance policy, current health certificate, all meal taxes paid current.**
- Please read the attached pages to learn more about Street Vending in the City of Richmond. You may also contact Thomas Cummings at [Thomas.Cummings@richmondgov.com](mailto:Thomas.Cummings@richmondgov.com)

**Sec. 6-453. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**Central Business District means:**

That area of the City bounded by Belvidere Street, the Richmond-Petersburg Turnpike and the James River.

**Flea market:**

Means a temporary commercial market held in a structure or open area where one or more persons are involved in the setting up of tables, platforms, racks, or similar display areas for the purpose of selling, buying, or exchanging merchandise, goods, wares, products, or other such items. This definition shall not be construed to include sidewalk sales by retail merchants; fruit or produce stands; bake sales; garage sales, yard sales, or estate sales held in conjunction with residential uses; or sponsored activities conducted by religious, civic, charitable or other nonprofit organizations conducted not more than four times during the calendar year.

**Public sidewalk:**

Means the improved portion of a public street located between the outer edge of the travel lane or parking lane, as delineated by a curb or edge of pavement, and the outer boundary of the street right-of-way. The improvement shall consist of concrete, brick or other impervious surface.

**Vendor:**

Means any person engaged in the selling or offering for sale of food, beverage or merchandise on public sidewalks within the City. (Code 1993, § 6-191; Code 2004, § 18-521)

**Cross reference:** Definitions generally, § 1-2.

### **Sec. 6-454. – Enforcement**

- (a) This article shall be enforced by the Department of Finance. Any person convicted of a violation of any provision of Section 6-456 or Division 2 of this article shall, upon conviction, be guilty of a Class 1 misdemeanor and punished accordingly. Each day any violation of this article shall continue shall constitute a separate offense.
- (b) Upon a vendor's second conviction within a 12-month period, the Director of Finance shall notify the vendor that the vendor's badge is revoked. The vendor may schedule a hearing on the revocation with the Director of Finance. If the Director of Finance determines that the vendor has been convicted of two violations within a 12-month period, the revocation shall remain effective. An individual whose badge is revoked shall not vend on City sidewalks for two years from the date of the second conviction.

(Code 1993, § 6-198; Code 2004, § 18-522)

### **Sec. 6-455. - Exceptions**

This article shall not apply to the following:

- (1) Special events or festivals for which a permit has been issued by the Chief of Police or the Director of Parks, Recreation and Community Facilities.
- (2) The sale of newspapers from vending machines.
- (3) Sales in the City market area as provided in Chapter 8.
- (4) Sales in public parks pursuant to a valid concession agreement.

(Code 1993, § 6-197; Code 2004, § 18-523)

# VENDING IN CITY OUTSIDE OF CENTRAL BUSINESS DISTRICT

## **Sec 6-456 Prohibited without permit**

(a) It shall be lawful to sell or offer for sale food, beverage or merchandise on sidewalks in the City outside the Central Business District, subject to the regulations in Subsection (b) of this section.

### **(b) No vendor shall do any of the following:**

- (1) Vend within 100 feet of the grounds of any elementary or secondary school.
- (2) Vend on the sidewalks within public parks.
- (3) Vend within 15 feet of any entranceway to or exit way from any building.
- (4) Vend within five feet of any driveway or intersection of an alley with a street.
- (5) Vend within five feet of the crosswalk at any intersection.
- (6) Vend within any bus, taxicab or other passenger or commercial loading zone.
- (7) Vend within ten feet of any fire hydrant.
- (8) Vend within five feet of any fire escape.
- (9) Vend between 12:00 midnight and 6:00 a.m.
- (10) Sell food or beverages for immediate consumption unless there is available for public use the vendor's own or a public litter receptacle.
- (11) Leave any location without first picking up, removing and disposing of all trash or refuse attributable to the vendor's activities.
- (12) Solicit or conduct business with persons in a motor vehicle while the vehicle is in a lane of traffic on a public street.
- (13) Use any loudspeaker, public address system, radio, sound amplifier or similar device to attract the attention of the public.
- (14) Vend without first obtaining any required business license from the Department of Finance and a permit from the District Health Department.
- (15) Vend without conspicuously displaying any business license and health permit required by the City and the District Health Department.
- (16) Vend without possessing on such vendor's person a valid photographic identification issued by the Commonwealth of Virginia or another state.
- (17) Vend without having in force an insurance policy, issued by an insurance company licensed to do business in the Commonwealth, protecting the vendor and the City from all claims for damages to property and bodily injury, including death, which may arise from operation of the vending business in the City. Such insurance shall name the City as an additional insured and shall provide that the policy shall not terminate or be canceled without 30 days' advance written notice to the City. Limits of liability shall be a minimum of \$300,000.00.
- (18) Vend from a stand, cart or area which exceeds four feet in width perpendicular to the street, nine feet in length parallel to the street or eight feet in height.

(Code 1993, § 6-196; Code 2004, § 18-524; Ord. No. 2008-90-70, § 1, 4-14-2008)

## VENDING IN CENTRAL BUSINESS DISTRICT

### **Sec. 6-481. - Prohibited without permit.**

It shall be unlawful to sell or offer for sale any food, beverage or merchandise on any sidewalk within the Central Business District without obtaining a permit pursuant to Section 6-482.

(Code 1993, § 6-192; Code 2004, § 18-546)

### **Sec. 6-482. - Application for vendor's permit.**

A person holding a valid license to do business as a peddler or itinerant merchant in the City may apply to the City for a vendor's permit to be authorized to vend at a specific location on a sidewalk in the Central Business District. A vendor's permit shall be valid for up to one year from the date of issuance and shall expire on December 31 of the year of issuance. Upon application for a vendor's permit, the Department of Finance shall investigate to determine whether the requested location meets the criteria of this section. **No person shall be issued a permit for more than one vending location per block face.** In addition, no location shall be:

- (1) Within 100 feet of the grounds of any elementary or secondary school.
- (2) On a sidewalk that is less than ten feet in width.
- (3) More than five feet or less than one foot from the curb line of any street.
- (4) Within 15 feet of any entranceway to or exit way from any building or within 50 feet of any entranceway, exit way or driveway to the emergency room of any hospital.
- (5) Within five feet of any driveway or intersection of any alley with a street.
- (6) Within five feet of the crosswalk at any intersection.
- (7) Within any bus, taxicab or other passenger or commercial loading zone.
- (8) Within ten feet of any fire hydrant.
- (9) Within five feet of any fire escape.
- (10) Within 25 feet of any other location for which a permit has been issued.
- (11) On a block face that already contains three locations designated for vending; provided, however, a larger number of vending locations may be designated for the sidewalks surrounding and adjacent to the Richmond Coliseum and Festival Park.
- (12) Situated so that the vending operation will deny reasonable access to or use of any trash receptacle, mailbox, parking meter or other public facility on the sidewalk.
- (13) On the sidewalks within public parks.
- (14) Operated between 11:31 p.m. and 6:59 a.m.
- (15) Used to sell food or beverages for immediate consumption unless there is available for public use the vendor's own litter receptacle which must be approved by the Urban Design Committee pursuant to Section 30-940.3(d).

(Code 1993, § 6-193; Code 2004, § 18-547)

## **MOBILE VENDING**

### **Sec. 6-419. - Parking generally.**

It shall be unlawful for a peddler to park, stand, stop or allow a vehicle to remain in any place in a street for the purpose of peddling any longer than is necessary to conclude a sale of any goods, wares or merchandise or a continuous, uninterrupted series of sales thereof; and it shall be unlawful for a peddler to park, stand, stop or allow a vehicle to remain in any place in a street between two intersecting streets more than 30 minutes in any day for the purpose of peddling.

(Code 1993, § 6-172; Code 2004, § 18-482)

### **Sec. 6-420. - Peddling on streets where parking meters installed.**

It shall be unlawful for a peddler to peddle any goods, wares or merchandise in any place in a street between intersecting streets where one or more parking meters have been installed on both sides or either side of the street between the intersecting streets.

(Code 1993, § 6-173; Code 2004, § 18-483)

### **Sec. 6-421. - Peddling near schools.**

It shall be unlawful for a peddler to peddle any goods, wares or merchandise to children of legal school age at or within 300 feet of a building used for school purposes during the hours the building is open for purposes of instruction.

(Code 1993, § 6-174; Code 2004, § 18-484)

### **Sec. 6-422. - Making noise near certain buildings**

It shall be unlawful for a peddler to cry goods, wares or merchandise within 300 feet of any hospital, building used for school purposes, or building used for religious worship when services are being conducted therein.

(Code 1993, § 6-175; Code 2004, § 18-485)

### **Sec. 6-423. - Business hours.**

It shall be unlawful for a peddler to peddle, except between the hours of 7:00 a.m. and 11:30 p.m.

(Code 1993, § 6-176; Code 2004, § 18-486)

**Sec. 6-424. - Obstructing streets.**

It shall be unlawful for a peddler to park, stand or stop or allow a vehicle to remain upon a street so as to obstruct other persons in the reasonable use of the street.

(Code 1993, § 6-177; Code 2004, § 18-487)

**Sec. 6-425. - Going beyond portion of street between certain intersecting streets.**

It shall be unlawful for a peddler to go beyond that portion of the street between intersecting streets on which the vehicle from which the peddler is peddling is located for the purpose of crying or offering for sale or actually selling any goods, wares or merchandise.

(Code 1993, § 6-178; Code 2004, § 18-488)

**Sec. 6-426. - Identification of vehicles.**

It shall be unlawful for a peddler to use any vehicle for peddling unless the peddler's name, street address and post office address are plainly displayed thereon.

(Code 1993, § 6-179; Code 2004, § 18-489)

**Sec. 6-427. - Effect of article on other regulations.**

Nothing contained in this article shall be construed to authorize the evasion or violation of the provisions of any law, section of this Code, ordinance or rule or regulation promulgated pursuant thereto controlling, regulating or governing the use of streets by pedestrians and vehicles.

(Code 1993, § 6-180; Code 2004, § 18-490)

**Sec. 6-483. - Issuance of vendor's permit.**

- (a) Not later than 30 days after the filing of an application for a vendor's permit pursuant to this division, the applicant shall be notified as to the decision on the issuance of the permit. All vendor's permits shall be issued according to the time and date of receipt of the application for any available location. A location shall be considered available only if it has been designated by the Department of Finance as a vending location and there is no permit issued for the location, if the holder of a permit for a location in writing releases the location, or if a permit for a location is not renewed in the 30-day period after the permit expires. For those block faces requiring a reduction in vending locations as a result of the adoption of Ordinance No. 93-309-306, the Department of Finance shall make assignments to the remaining vending locations based upon the seniority of each permit holder on the block face. Each available location shall be assigned to the first vendor who applies for that location; provided, however, that any vendor who is displaced from a vending location held as of November 22, 1993, shall be assigned to an available vending location nearest the displaced location. If more than one displaced vendor qualifies for the same available vending location, the permit shall be awarded to the vendor who was first licensed to vend in the City. If the permit is denied, the applicant shall be provided with a written statement as to the reasons for denial.
- (b) Should a tin issued to a vendor be lost or stolen during the license year for which it is valid, the vendor must obtain a replacement tin. The replacement tin will be issued at a cost, each, as set forth in Appendix A to this Code.  
(Code 1993, § 6-194; Code 2004, § 18-548)



**Sec. 6-485. - General regulations.** In the Central Business District, no vendor shall:

- (1) Leave any stand or cart unattended for longer than 15 minutes.
- (2) Store, park or leave unattended any stand or cart between 12:00 midnight and 6:00 a.m. on any sidewalk.
- (3) Sell food or beverages for immediate consumption unless there is available for public use the vendor's own or a public litter receptacle.
- (4) Leave any location without first picking up, removing and disposing of all trash or refuse attributable to the vendor's activities.
- (5) Allow any items relating to the operation of the vending business to be placed anywhere outside the permissible vending area.
- (6) Solicit or conduct business with persons in a motor vehicle while the vehicle is in a lane of traffic on a public street.
- (7) Use any loudspeaker, public address system, radio, sound amplifier or similar device to attract the attention of the public.
- (8) Vend from a stand, cart or area which exceeds four feet in width perpendicular to the street, nine feet in length parallel to the street or eight feet in height.
- (9) Vend without first obtaining any required vendor's permit, tin, and business license from the Department of Finance and permit from the District Health Department.
- (10) Vend without conspicuously displaying any vendor's permit, tin business license and health permit required by the City and the District Health Department.
- (11) Vend without possessing on such vendor's person a valid photographic identification issued by the Commonwealth of Virginia or another state.
- (12) Vend without having in force an insurance policy, issued by an insurance company licensed to do business in the State, protecting the vendor and the City from all claims for damages to property and bodily injury, including death, which may arise from operation of the vending business in the City. Such insurance shall name the City as an additional insured and shall provide that the policy shall not terminate or be canceled without 30 days' advance written notice to the City. Limits of liability shall be a minimum of \$300,000.00.

(Code 1993, § 6-195; Code 2004, § 18-550; Ord. No. 2008-90-70, § 1, 4-14-2008)

Secs. 6-486—6-508. - Reserved. Added

## **Commercial Insurance Carriers:**

- M & M Insurance: Office 804.321.0737 / Fax 804.321.0784
- Lawrence W. Winston Insurance: Office 804.321.5126 / Fax 804.231.5124
- DYECO Insurance Services: Office 804.675.4300 x202 / Fax 804.675.4302
- SLI Insurance Agency, Inc: Office 804.282.4002 x3014 / Fax 804.673.9110
- State Farm Insurance: Office 804.264.9443 / Fax 804.264.0685

# Central Business District Map ----- Yearly assigned vendor locations

