



City of Annapolis

Department of Neighborhood & Environmental Programs

160 Duke of Gloucester Street
Annapolis, MD 21401-2517

DNEP@annapolis.gov • 410-263-7946 • Fax 410-263-9158 • TDD use MD Relay or 711 • www.annapolis.gov

Peddlers, Hawkers and Itinerant Vendors License Application

Instructions

A Peddlers License is required for persons seeking to sell commodities of any type and to ensure compliance with all applicable City Code regulations.

Authority

Annapolis City Code and Charter, Chapter 7.40

Steps in the application process

1. The applicant obtains an application either on the website or at the office above.
2. The applicant and their employees submit an original and six copies of the application. Incomplete applications will be returned to the applicant.
3. The appropriate fee must be submitted with the application.
 - a. \$20.00 each day for periods not to exceed twenty days.
 - b. \$340.00 for periods in excess of twenty days.
4. The applicant provides two CURRENT photographs, two inches by two inches in size, showing the head and shoulders in a clear and distinguishing manner.
5. Submit a copy of the applicant's Driver's License.
6. Submit a copy of the vehicle registration.
7. If cooking or warming food will be done in the vehicle, you must provide either:
 - a. Three sets of drawings of the kitchen showing the commercial hood and duct and an extinguishing system to be installed by a licensed contractor; or
 - b. A letter from a Licensed Contractor confirming that the vehicle already meets NFPA 96 and NFPA 17.
8. DNEP reviews the application for completeness and distributes the information to City departments for evaluation.
9. The application is forwarded to the Mayor for evaluation and approval.
10. The license issued MUST be carried at all times and displayed in a conspicuous place.

Processing time

Processing of your application will take approximately two weeks. Please contact us after that time to determine the status of your application.

Enforcement

§7.40

Failure to obtain or violation of a permit in accordance with the City Code is a misdemeanor. Person(s) aggrieved by the decision may appeal a denial of the application in writing to the Board of Appeals within 15 days of the denial.

Other considerations and requirements

The Anne Arundel Health Department must inspect your equipment and vehicle. Contact this department at 410-222-7238 to schedule an appointment.



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FOR CITY USE ONLY	
PERMIT #	_____
ISSUED	_____
EXPIRES	_____

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Peddlers, Hawkers and Itinerant Vendors License Application

City Code Section 7.40

Submit the original & six copies of this form and a copy of the vehicle registration.

Applicant (individual, firm, corporation) _____

Address _____

Email address _____

Phone(s), day _____ Date of birth _____

Trading as _____

Description of business and merchandise or commodities to be sold:

Dates of operation _____ Days and hours _____

Areas in which business will operate (list specific street names):

Driver's License State _____ Number _____

Description of vehicle to be used:

License plate State _____ Number _____ Year & model _____

Are you cooking inside the vehicle? Yes No If yes, supply information on rendering service used for grease disposal:

Name _____ Phone _____

Address _____

Have you ever been convicted of any crime, misdemeanor or violation of any municipal ordinance? Yes No

If yes, state the nature of the offense, date, jurisdiction where heard, and penalty below.

I HEREBY AUTHORIZE the City of Annapolis and the Annapolis Police Department, its employees, agents and officers to release to the Department of Neighborhood & Environmental Programs and personnel employed in that office, any and all criminal background records that may exist or come into the possession of the City of Annapolis or the Annapolis Police Department for purposes of processing this permit application. I FURTHER CERTIFY, under the penalties of perjury, that the information contained in this application is true and correct to the best of my knowledge, information and belief.

Signature _____ Date _____

FOR CITY USE ONLY					
Dept.	Sent	Returned	Approved	Disapproved	Signature
DNEP					
Fire					
Health					
Mayor					
Zoning					
Police		<i>FYI only</i>			