



**City of Annapolis**  
Department of Planning and Zoning  
145 Gorman Street Fl 3  
Annapolis, MD 21401-2529

[Permitting@annapolis.gov](mailto:Permitting@annapolis.gov) • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • [www.annapolis.gov](http://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. Incomplete applications will be returned to the applicant.
3. The appropriate fee must be submitted with the application. See current [Fee Schedule](#).
4. Submit a copy of the applicant's current Driver's License, vehicle registration and (2) two copies of a 2" x 2" headshot photo.
5. If selling food or drink, provide a copy of Anne Arundel County Health Department approval.
6. 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.
7. The application will be reviewed for completeness and Zoning approval.
8. 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.

#### **Other considerations and requirements**

The Anne Arundel Health Department must inspect your equipment and vehicle. Contact them 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 this form and a copy of your driver's license and vehicle registration.*

Applicant (individual, firm, corporation) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Phone(s), day \_\_\_\_\_

Trading as \_\_\_\_\_

Description of business and merchandise or commodities to be sold:

\_\_\_\_\_

Dates of operation \_\_\_\_\_ Days and hours of operation \_\_\_\_\_

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 \_\_\_\_\_

### License information for all persons authorized to drive this vehicle for the purpose of selling:

Name	Address	Phone, day	Driver's License #

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

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 Planning and Zoning 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
Fire					
Health					
Zoning Ofcr					
Police		<i>FYI only</i>			

Final Approval \_\_\_\_\_ Date \_\_\_\_\_