



Solicitor / Mobile Vendor Handout

Assistance Bulletin #BL 1

Definitions:

Mobile Vending: "Mobile vending" means offering food, merchandise or services for sale to the general public from a vehicle, conveyance, or a nonpermanent structure or place of business.

Mobile Vendor: "Mobile vendor" means the person, firm or corporation, either as a principal or agent, which engages in mobile vending as defined herein.

Solicitation: "Solicitation" or "soliciting" means selling, offering or exposing for sale, or trading, dealing, or trafficking in any personal property, food, merchandise, or service, either at wholesale or retail, in the city by going from house to house, business to business, or from place to place or by indiscriminately approaching individuals, businesses, or organizations, including sales by sample or for future delivery.

Solicitor: "Solicitor" means the person, firm or corporation, either as a principal or agent, which engages in solicitation as defined herein.

Applicability:

General business license provisions (Chapter 5.02 EMC) shall apply to this special license, in addition to provisions listed in Chapter 5.60 EMC.

License Requirements:

- ♦ Each individual solicitor must apply for own solicitor's license.
- ♦ You are required to carry and display the solicitor or mobile vendor license whenever engaged in solicitation or mobile vending.
- ♦ Application for a solicitor / mobile vendor license must be made at least two working days before the license may be issued.
- ♦ You will not be issued a license if you have been convicted of a felony within the past 10 years, or a misdemeanor within the past five years. (Background checks will be run before license is approved.)
- ♦ **Non-refundable** fee must accompany application.
- ♦ Certificate of Liability Insurance is required.

Insurance Requirement:

For the duration of the permit the Applicant shall procure and maintain insurance against any claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on the Applicant's behalf. At the minimum, the insurance shall be of the type described below:

Commercial General Liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. The City shall be named as an insured under the Applicant's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 20 12 or a substitute endorsement providing equivalent coverage. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products completed operations aggregate limit. The Applicant's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Applicant's insurance and shall not contribute with it. The Applicant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage. Automobile Liability insurance shall be written with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

The applicant's maintenance of insurance shall not be construed to limit the liability of the applicant to the coverage provided by such insurance, or otherwise limit the City's resources to any remedy available at law or equity.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. Applicant shall furnish the City with original certificates and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of the Applicant before the Permit can be issued.

Violations:

- ♦ Parking regulations as contained in Titles 10 and 12.12 of the Enumclaw Municipal Code, as amended;
- ♦ Shall not obstruct the passage along any sidewalk, street, alley or parking lot by causing a congregation of people, nor create a hazard to the public health of safety, nor create a nuisance as evidenced by complaints from the public.
- ♦ Shall not sell on the street side of the vehicle or conveyance.
- ♦ Mobile vendors shall not sell within four hundred feet of any school grounds during school session or events, except if vendor possesses written permission from the school involved.
- ♦ Shall comply with all clauses and regulations of the King County Health Department regarding food handling; a copy of your health license and cart license must be submitted.
- ♦ Shall not misrepresent facts to the city license officer or to the public.
- ♦ Shall not engage in soliciting any time other than a standard working day.
- ♦ Shall not sell, operate or supply any good or service unless properly licensed by the state and/or county.
- ♦ Shall not engage in soliciting or mobile vending in any area of the city other than areas which are classified by the city's zoning code as follows:
 - NB Neighborhood Business
 - CB1 Central Business
 - CB2 Central Business
 - HCB Highway Community Business
 - GO General Office
 - LI Light Industrial(These areas are outlined on the map provided)

Occupied Vehicles: (in addition to above information)

- ♦ All occupied vehicles (commercial coaches) must obtain approval from Washington State Department of Labor and Industries (L&I). All L&I rules and regulations govern the safety of body and frame design and the installation of plumbing, heating and electrical equipment. Contact the L&I Plans Examiner at (360) 902-5218 in Olympia for your packet of information on L&I plan review. Obtain L&I inspection and seal of approval prior to your plan review by the Health Department (black label affixed to the outside of the vehicle).
- ♦ Location of mobile food service operation on private land must have a letter or lease agreement giving permission for mobile operators to use of the land.
- ♦ Provide a map showing the location of any proposed use of city right-of-way or public property and, if applicable, the proposed route, location and timing of stops. The City reserves the right to limit use of public property and right-of-way.

Ice Cream Mobile Vending: (in addition to above information)

- ♦ Ice-cream mobile vending shall only occur during the days of the year from the beginning of April through the end of October.
- ♦ Ice-cream mobile vending shall only occur on Monday through Saturday, between 8:00 am and 8:30 pm.
- ♦ Only ice-cream vendors are permitted in all city zones (as outlined above).

Mobile Vending Cart:

- ♦ All carts must be King County Health Department certified.
- ♦ The cart must not be more than three feet wide by five feet long and five feet tall. Two 18 inch drop leaves can be added to increase the cart length to eight feet. It must be able to be pushed by one person and have at least two wheels with positive locking devices. You may also attach a vinyl or canvas umbrella to your unit with prior approval.
- ♦ There shall be no dumping onto sidewalk or into gutter.
- ♦ A site plan with dimensions is required.
- ♦ A field inspection will be done to verify cart location and sidewalk clearance. Field inspection fee is \$50.00.
- ♦ Carts cannot interfere with pedestrian flow. The Enumclaw Department of Public Works decides the appropriateness of each requested location.
- ♦ Written permission is required from the business (or building owner) if your cart is to be parked on private property.



Application for Solicitor / Mobile Vendor License

*This is an **application only**, and not a license to conduct business.*

<p>PLEASE RETURN TO:</p> <p>Business License Officer 1309 Myrtle Ave. Enumclaw, WA 98022 Phone: (360) 615-5734 Fax: (360) 825-7232 Email: jpaulson@ci.enumclaw.wa.us</p>	<p>Date Received</p>
--	----------------------

The City of Enumclaw requires all businesses located or operating within the city limits to obtain a business license. Additional licenses are required for Adult-Oriented Businesses, Amusement Devices, Cabaret, Dances, Pawnbrokers, Solicitors and Mobile Vendors,, Firework Stands, Carnival, Circuses and Shows.

Solicitor / Mobile Vendor Requirements are available on Assistance Bulletin BL#1

Please contact the Business License Officer at (360) 615-5734 for application information.

Soliciting/Mobile Vending permitted in Business District only

BUSINESS LICENSES ARE NON-TRANSFERRABLE. ALL FEES ARE NON-REFUNDABLE (5.02.060 G)

Application Date: _____	<input type="checkbox"/>	One Day Fee: \$ 35.00	Date Requested: _____
	<input type="checkbox"/>	One Year Fee: \$ 170.00	Application must be made 2 days prior to issuance of license.

SOLICITOR / MOBILE VENDOR APPLYING FOR LICENSE

First Name: _____ Middle Initial: ____ Last Name: _____

Home Address: _____

Home Phone: _____ Cell: _____ Date of Birth: _____

Drivers License: _____

BUSINESS REPRESENTED

Business Name: _____ Phone: _____

Business Address: _____

WA State UBI # _____

Business Type: (Circle) Sole Proprietor Corporation Non-profit Partnership LLC

Non-Profit Organizations exempt from taxation under 26 USC 501(c)(3) or (4) must provide a copy of Federal IRS form granting non-profit status.

Business Activity (Type of merchandise, information or services to be offered.):

COMPLETE THIS SECTION FOR ALL OWNERS, AGENTS, PARTNERS OR CORPORATE OFFICERS OF THE BUSINESS REPRESENTED (attach separate page if necessary)

First Name: _____ Middle Initial: ____ Last Name: _____

Home Address: _____

Home Phone: _____ Cell: _____

PERSONAL REFERENCE

Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Relationship: _____ Years Known: _____

EMPLOYMENT HISTORY REFERENCE

Employer Name: _____ Supervisor: _____

Address: _____ Phone: _____ Years Employed: _____

LIST ALL VEHICLES THAT WILL BE USED IN CONJUNCTION WITH THIS LICENSE

Make: _____ Model: _____ Color: _____ Year: _____ License Plate: _____

Make: _____ Model: _____ Color: _____ Year: _____ License Plate: _____

Make: _____ Model: _____ Color: _____ Year: _____ License Plate: _____

APPLICANT'S SIGNATURE

I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge. I understand that the issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations and statues of the City of Enumclaw and the State of Washington. The issuance of this business license does not imply compliance with the Zoning Code and International Fire and Building Codes.

Signature

Title

Date

FOR OFFICE USE ONLY:

CUSTOMER NUMBER: _____ LICENSE NUMBER: _____










APPROVAL DATE: _____

LICENSE VALID: _____ THROUGH _____

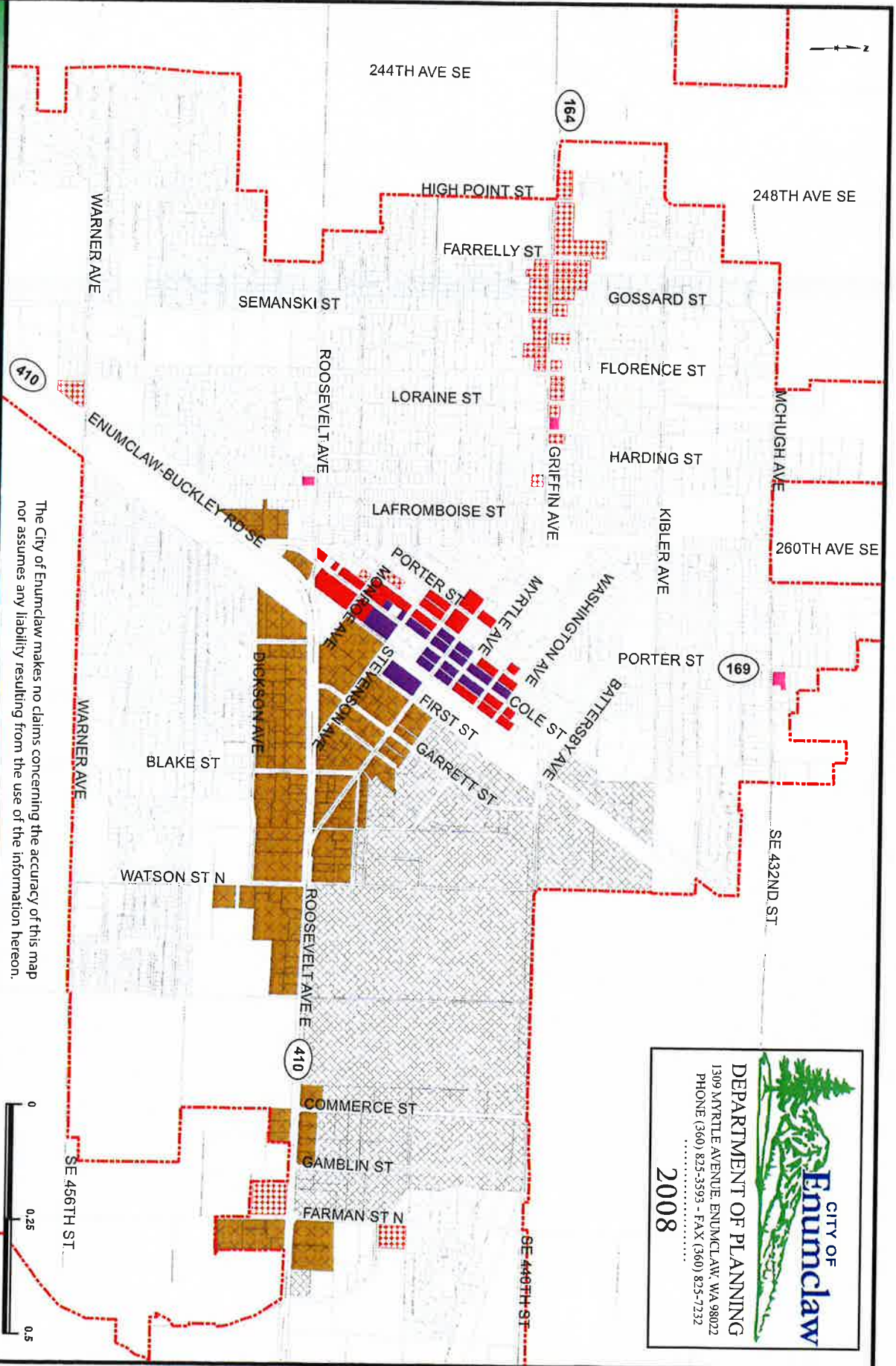
RECEIPT INFORMATION:

Approved Solicitor / Mobile Vendor Zones

LEGEND

-  Road
-  City Limits
-  City Parcels
-  Central Business 1
-  Central Business 2
-  Neighborhood business
-  Highway and Community Business
-  General Office
-  Light Industrial

The City of Enumclaw makes no claims concerning the accuracy of this map nor assumes any liability resulting from the use of the information hereon.




**CITY OF
Enumclaw**

DEPARTMENT OF PLANNING
1309 MYRTLE AVENUE, ENUMCLAW, WA 98022
PHONE (360) 825-3593 - FAX (360) 825-7232

2008