



# Vendor Cart Submittal Requirements

## Miscellaneous Land Use Actions

Required for all carts with functional wheels which are operated for vending food, drink or retail goods. See Land Use Code 20.30A.

**You must apply for this permit online** and upload PDF documents through [MyBuildingPermit](#). Paper plans are not accepted.

Learn about our [online permitting services](#).

### Vendor Cart (LT)

Required Documents	Copies
Business Registration	1
Site Sketch/Site Plan – submit on 8 ½ x 11 paper with the scale clearly indicated; show, at a minimum site location, address, and names of adjacent or nearby streets; North arrow; name of company, organization, or individual responsible for the drawing; parking facilities; driveway entrance and exit; location of signs (not to exceed 20 square feet); location of temporary or existing structures.	1
Visual Depiction of Cart - elevation drawings of all four sides to scale with color samples, or colored photographs of all four sides. Include any signs.	1
Vendor Cart Authorization	1

### Other Requirements

- The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.
- If the property contains or is adjacent to critical areas (streams and stream buffers, wetland, floodplains, and geologic hazard area), additional information may be required.
- Fees are due at submittal. Additional fees are due at issuance and may be due in monthly billings.