



City of Vandalia  
 Department of Development & Engineering Services  
 333 James E. Bohanan Memorial Drive  
 Vandalia, OH 45377  
 937.898.3750 | F 937.415.2319

## VENDOR LICENSE APPLICATION

**About this Application: ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED**

**Submittal\*\***

Please bring in or mail a **complete** application and \$50.00 application fee to the address above. *Applications must be notarized.* Cash, credit card, and checks are accepted. Make checks payable to "City of Vandalia". *There are no refunds.*

*\*\*If more than one person is vending, soliciting or peddling for a particular business, each individual must apply for a separate license.\*\**

**Approval Process**

Vendor License Applications are reviewed by the City Manager's Office and City of Vandalia Police Department. Efforts will be made to process complete applications within two business days.

If your application is approved the Vendor License will be issued. An additional \$50.00 fee will be collected when a license is issued. *There are no refunds. LICENSE MUST BE WORN AT ALL TIMES WHILE CONDUCTING BUSINESS IN THE CITY OF VANDALIA.*

**Contact Information**

If you have any questions about the Vendor License, please contact the Department of Development and Engineering Services between 8:00 a.m. and 5:00 p.m., Monday-Friday at 898-3750.

**Additional Contact Information**

Department	Phone
Police	937-898-5868
City Manager's Office	937-898-5891
Finance	937-898-5891

**Please submit the following items for a complete application:**

- Two (2) copies of a photograph of applicant- taken within sixty days immediately prior to filing date of application. Must be 2" x 2" showing head and shoulders of applicant in a clear and distinguishing manner.
- \$50.00 Application Fee
- Application completely filled out and notarized

**OFFICE USE ONLY**

Review: DES  \_\_\_\_\_ PD  \_\_\_\_\_ CMO  \_\_\_\_\_  
Initial

APPLICATION # \_\_\_\_\_

RECEIPT # \_\_\_\_\_

DATE: \_\_\_\_\_

**Applicant Information**

Applicant Name:		Birthdate:		
Address:		Phone:		
City/State/Zip:		Email:		
Sex:	Weight:	Height:	Hair Color:	Eye Color:

**Employer Information (if employed)**

Employer Name:				
Address of Employer:			Phone:	
City/State/Zip:			Email:	

**Vehicle Description (that will be operated under the license being applied for)**

Make:		Model:		
License Plate No.:		State of Registration:		

**Proposed Activity Description**

Provide a brief description of the nature of the business and goods and/or services to be sold:

Place where goods or property is proposed to be sold AND/OR where you propose to take orders:

Length of time you will conduct business with this license:

How will the products sold be delivered?

Where are the products that you are selling produced?

**Applicant Information**

Have you been convicted of a felony or misdemeanor involving force, violence, fraud, theft, or a sexual oriented offense crimes, sexual abuse, rape, gross sexual imposition? (852.05 (b,iii) A copy of the ordinance is attached)    Yes                       No

If yes, give the nature of the offense, name of court and location, date and penalty for **every** such conviction:

\_\_\_\_\_  
\_\_\_\_\_



*I do hereby solemnly swear that all of the information contained in this application is complete and truthful and that no information requested has been withheld or falsified in any whatsoever.*

Applicant Name \_\_\_\_\_  
(printed)

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Sworn to and subscribed before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_

Notary Name \_\_\_\_\_  
(printed)

Notary Signature \_\_\_\_\_

Commission Expiration Date \_\_\_\_\_

SEAL HERE



<b>STAFF ONLY</b>	
<b>Chief of Police Review</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied    Comments:	
Chief of Police Signature _____	Date _____
<b>City Manager Review</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied    Comments:	
City Manager Signature _____	Date _____
<b>\$50.00 License Fee</b> <input type="checkbox"/>	<b>Date</b> _____
<b>License #</b> _____	<b>Receipt #</b> _____