

HOW TO:

Vend in the City of Burlington

Interested in selling food or other items from a truck or cart in Burlington? Read on to learn about where you can vend or “peddle” in the City and what licenses you’ll need.

1. PICK A SPOT

Depending on where you would like to vend, different licenses and permissions are needed. View the map on the next page to understand the breakdown of the following districts.

- **Central Peddling District:** licenses for this district cost \$300 (or \$60/month for seasonal operations). *Currently this district is closed to applicants.*
- **General Peddling District:** licenses for this district cost \$100/year (or \$15/month for seasonal operations).
- **University Place:** 7 spots are available on this street with General Peddling District license in addition to a \$300/year vehicle endorsement.
- **The Church Street Marketplace:** to vend on the Marketplace you can apply to be part of the Cart Vendor Program. If selected, you will receive a license and a designated spot for a year (May 1 - April 30). Costs range from \$750-\$2,400 a year.
- **City Parks:** No vending is permitted in City Parks or within 20 feet of a park without Parks & Recreation Commission permission.

2. PUBLIC OR PRIVATE?

Once you have the correct license (General or Central Peddling District) determine if the spot is public or private.

If the spot you would like to vend in is on **private property** (a parking lot or driveway) you will need to apply for a zoning permit for an accessory use for the property.

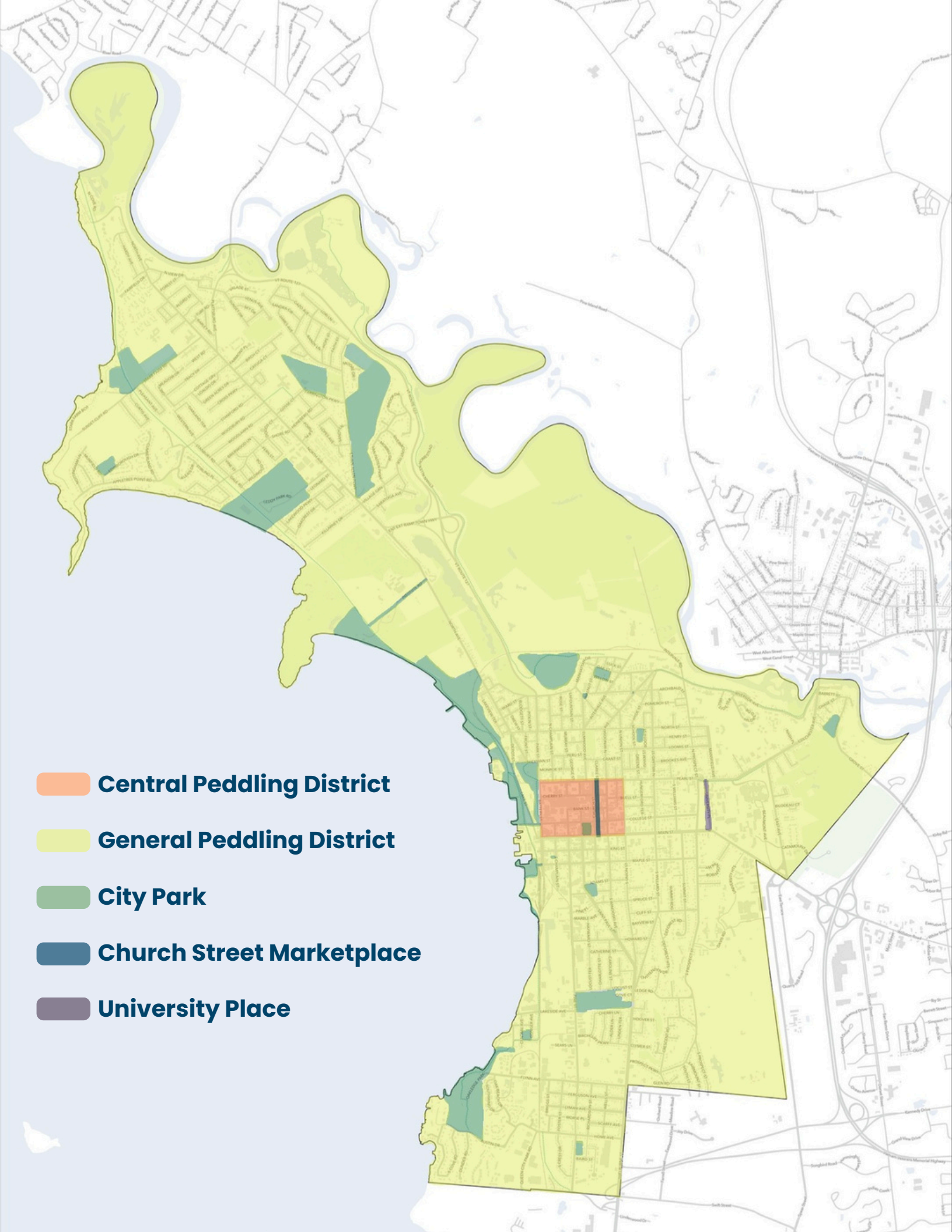
If you plan to set up in a **public space**, such as a parking spot on the street, you will need to be in a cart or vehicle and apply for a vehicle endorsement for your specific location that costs \$300/year.

3. OTHER REQUIREMENTS

If you have selected the Central, General, or University Place Districts you will be required to provide the following:

- Background check consent form (\$45)
- Certificate of liability insurance with at least \$100,000 public liability and \$25,000 for property damage
- Business registration with the VT Secretary of State
- VT Department of Health Certificate (for selling food & beverage)
- Gross receipts form (for selling food & beverage)
- Photos of applicants

For the Church Street Marketplace and Parks, please check their specific requirements.



-  **Central Peddling District**
-  **General Peddling District**
-  **City Park**
-  **Church Street Marketplace**
-  **University Place**