



PERMIT APPLICATION FOR A
FOOD VENDOR BUSINESS
LICENSE

CITY OF PENDLETON

Community Development Department
(541) 966-0204 Fax (541) 966-0251
500 SW Dorion Avenue, Pendleton, OR 97801

Sign Permits are required for all signage relating to your business.

APPLICATION CAN BE SUBMITTED AND PAID ONLINE BY CLICKING BELOW:



PAY ONLINE

NOTICE TO APPLICANT: Incomplete applications will not be acted upon until the Community Development Department receives all required submittal materials and fees. **Failure to provide complete and/or accurate information may result in delay or denial of your request.**

(Please Print) **APPLICANT** _____

Email Address (required) _____

Business name / DBA _____

Business mailing address _____

Phone _____ **Fax** _____ **Date of Birth** _____

Goods/Services Sold (see conditions) _____

Please Check Yes or No for the following:

- **Is there a cooking element in the shack/booth?** ☐ YES ☐ NO (if yes, you are required to fill out the "[Propane Use Vendor Application](#)")
- **Will you be located within a park?** ☐ YES ☐ NO (if yes, you are required to fill out the "[Food/Drink Vendor Application](#)")

**** A drawing or photo of the proposed unit must be received in addition to the applications above if applicable****

Please email photo/drawing & applicable applications to laura.gauthier@ci.pendleton.or.us

Specific Location in Pendleton: _____ ☐ if Various Locations

The proposed location may NOT be within 100 feet of an existing business whose primary purpose is sale of similar items.

I understand that this license, if approved, will be valid from the date of issuance through the following February 1, regardless of the date of issuance.

If false or misleading information has been provided on this application, my Business License may be suspended or denied. I understand this application must be reviewed and approved by the Community Development Department, the Police Department, and the Fire Department prior to issuance. Structural and Fire Codes are required to be met within the City; the City of Pendleton reserves the right to inspect your business to ensure that applicable codes and standards are met. **Industries involving medical or recreational marijuana are not part of this license.**

The business named herein and its subcontractors, officers, agents and employees agree to hold the City of Pendleton, its officers, agents and employees harmless from any and all liability for damage to persons and/or property as a result of the City licensing the business pursuant to the City of Pendleton's Business License Act. This hold harmless agreement is intended to be as liberally applied as allowed under Oregon law.

I understand that this form is only an application. If approved, a license will be mailed to my business address within four (4) weeks. If the application is not approved, the City of Pendleton will notify me by mail.

I shall hold the City of Pendleton, its officers, agents and employees, and the adjacent property owner free and harmless from any claims for damages to persons or property including legal fees and costs of defending any actions or suits thereon, including any appeals therefrom, which may result from the granting of this permit.

I have read and agree to abide by the stipulations as shown on the [Vendor Agreement](#).

Signature _____ **Date** _____

OFFICE USE ONLY

Finance **Fee Paid \$** _____ **Receipt #** _____ **Initials** _____

DEPARTMENT APPROVALS

SITE LOCATION/DESCRIPTION TAX MAP #(S) _____ **TAX LOT #(S)** _____

ZONE **CMU** ☐ **C2** ☐ **C3** ☐ **M1** ☐

COMMUNITY DEVELOPMENT _____ **DATE** _____

FIRE MARSHAL _____ **DATE** _____

POLICE CHIEF _____ **DATE** _____

Notes/Conditions of approval: This license is subject to those conditions listed within the Vendor Consent Agreement and any conditions placed by Parks and/or Fire Department.