



City of Grand Rapids

Downtown Vendor Checklist

PRELIMINARY INFORMATION

- Carts may only be operated in designated Downtown Vendor Zones as provided for on the [Vending Zones Map](#).
- The license is issued to the Owner of the business, additional employees operating carts on behalf of the owner are covered under the owner's license.
- Any changes to the items listed for sale or prices listed must be submitted to the Clerk's office.
- Vending carts set up in designated Vending Zones must be on the sidewalk and cannot obstruct pedestrian traffic. Zones are "first come, first serve."

CHECKLIST

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| <input type="checkbox"/> | Food Permit must be acquired through the Kent County Health Department or Michigan Department of Agriculture and Rural Development for all carts selling food and/or beverages. <ul style="list-style-type: none">- Kent County Health Department – (616) 632-7100- Michigan Department of Agriculture and Rural Development – (517) 284-5771 |
| <input type="checkbox"/> | Mobile Vending Cart meets all requirements outlined in Chapter 46, Sec. 3.107., #19 of the Grand Rapids City Code. |
| <input type="checkbox"/> | Liability Insurance in the minimum amount of \$1,000,000.00 with the City of Grand Rapids listed on the policy as additional insured. |
| <input type="checkbox"/> | Completed Downtown Vendor Application (part I and II). |
| <input type="checkbox"/> | Completed Affidavit and Indemnity Agreement. |
| <input type="checkbox"/> | Non-refundable application fee |
| <input type="checkbox"/> | A copy of the items for sale and prices to be posted on the cart. |
| <input type="checkbox"/> | After an application is submitted an inspection will be scheduled with the City Clerk Licensing Staff. All carts to be licensed must be brought downtown for an inspection. |
| <input type="checkbox"/> | After the license is issued, decals provided by the Clerk's office must be affixed to all licensed carts. Operators must have their ID cards on hand while providing services. |

*Rules and regulations associated with Downtown Vendors can be reviewed in [Chapter 46](#) of the Grand Rapids City Code entitled "Downtown Vendors" available on the City webpage.

**General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled "Licensing and Regulation Generally."