



# 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

- |                          |  |
|--------------------------|--|
| <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"><li>- Kent County Health Department – (616) 632-7100</li><li>- Michigan Department of Agriculture and Rural Development – (517) 284-5771</li></ul> |
| <input type="checkbox"/> | Mobile Vending Cart meets all requirements outlined in Chapter 46, Sec. 3.107., #19 of the Grand Rapids City Code. Photos must be provided.  |
| <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 the license is issued, decals provided by the Clerk's office must be affixed to all licensed carts.  |

\*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."