

SPECIAL EVENT LICENSING REQUIREMENTS

The City of West Palm Beach and Palm Beach County have ordinances that mandate specific occupational licenses to allow vendors or peddlers to operate outside a retail/wholesale establishment, specifically at **Clematis by Night** or **any special event** within the City of West Palm Beach. If you need to reach Community Events, Clematis by Night or Greenmarket, please call **(561) 659-8007**.

It shall be unlawful for any peddler to engage in such business within the City without first obtaining a license therefor in compliance with the provisions of this division. Such license is nontransferable. City Code 18-296.

- 1) An application for a vendor/peddler's occupational license must be completed and submitted to the City of West Palm Beach Occupational License Division at City Hall. The application must be filled out completely and have all accompanying documentation attached.
- 2) The application is then verified by the occupational license specialist to ensure all necessary documentation is attached and the application is complete. If the application is complete, then it is stamped by occupational licensing and returned to the applicant.
- 3) The completed and stamped application is then brought to the City of West Palm Beach Police Dept. for police approval. This is a **two (2) day process**. The fee is **\$10.60** for an ID card.

Applicants for a license under this division shall file with the tax collector a sworn application upon a form prescribed by the tax collector. Applicants shall also secure an identification card from the police department. City Code 18-297.

- 4) After the police department approves the application and issues the applicant an I.D. card, the applicant returns the approved application to the Occupational Licensing Division at City Hall. The completed application is then submitted with all accompanying documentation and the necessary fees.
- 5) The occupational license will be approved and mailed to the applicant once the Community Events Dept. notifies the Occupational License Division in writing that the vendor/peddler has been approved to operate at the particular special event and all applicable fees have been paid.
- 6) A **Palm Beach County Occupational License** is also required for vendors/peddlers. Even if you already possess a **Palm Beach County Occupational License**, you must still purchase the additional **OD-020 mobile license** because it is the mobile vendor/peddler's license which allows you to do business outside your retail/wholesale establishment. This license fee is **\$30.00**.

City of West Palm Beach Licensing/Registration Fees

The **City of West Palm Beach** charges mobile vendors/peddlers a license fee of **\$105.00**.

If the vendor/peddler holds a valid occupational license from the county or another city, then the fee would be only **\$63.00**.

Any person engaging in any business, occupation or profession within the City without a permanent business location or branch office in the City, but holding a valid and currently effective occupational license issued by the county or another incorporated municipality, shall be issued a certificate of registration upon registering with the tax collector and the payment of a registration fee of sixty dollars (\$60.00). City Code 18-23.

CITY OF WEST PALM BEACH PEDDLER/MOBILE VENDOR REQUIREMENTS

It shall be unlawful for any peddler to engage in such business within the City without first obtaining a license therefor in compliance with the provisions of this division. Such license is non-transferable. Sec 18-296

City of West Palm Beach license must be displayed in a place where it may be seen at all times. Sec 18-42

Each cart/vehicle shall be considered a separate place of business and an additional license is required. Sec 18-50

Each individual must have a police identification card to operate within the City in addition to having an occupational license. Sec 18-297 & 18-440

Sec 18-285 USE OF STREETS

No peddler shall have an exclusive right to any location in the public streets, nor shall any peddler be permitted a stationary location, nor shall any peddler be permitted to operate in any congested area where his operations might impede or inconvenience the public. For the purpose of this chapter, the judgment of a police officer of the City, exercised in good faith, shall be deemed conclusive as to whether the area is congested or the public is impeded or inconvenienced.

Sec 18-302 EXHIBITION

Peddlers shall exhibit their licenses issued under this division at all times upon the request of any citizen.

SPECIAL EVENT RESTRICTIONS

No business license issued to peddlers will be valid in areas designated as the site of a Special Event, or on any City right of way or City owned property for two (2) blocks in all directions from the outside perimeter boundary of the designated site of a Special Event, during the hours of operation set by the City for each Special Event.

Sec 26-1 OBSTRUCTING PASSAGE ON STREETS, SIDEWALKS & BICYCLE PATHS PROHIBITED

It shall be unlawful for any person to obstruct or hinder the free flow of pedestrian or vehicular traffic on any street, sidewalk or bicycle path in the City.

Sec 26-5 ORGAN-GRINDERS, STREET VENDORS, ETC.

Organ-grinders, street vendors and all other persons are hereby prohibited from transacting, soliciting or conducting their businesses on the streets or other public thoroughfares of public places of the City; provided that, this section shall not be applicable to properly licensed peddlers.

Sec 26-11

It shall be unlawful to distribute printed materials, or solicit signatures or names upon any printed materials in areas designated as the site of a Special Event.