

SIDEWALK VENDOR PERMIT

PERMIT GUIDELINES

Description

The Sidewalk Vendor Permit is required for food-service operations that wish to conduct businesses on a public sidewalk, under the following circumstances:

- Brick-and-mortar food service establishments that wish to use available storefront public sidewalk space for their business (i.e., sidewalk café, alfresco seating)
- Mobile push cart/food cart businesses that wish to use public sidewalk space to sell food or other items

Permitted sidewalk vendors are authorized to conduct business in the public right-of-way on the sidewalk only. Mobile vendors are allowed in the public roadway only during special events or community events where portions of the public street are closed to vehicular traffic. In these cases the mobile vendor may be able to operate under the applicable Special Event Permit (contact special event or community event organizer for more information). Sidewalk Vendor Permits are only allowed within designated areas, per City of Hillsboro Municipal Code.

Permit Application Requirements

To apply for a Sidewalk Vendor Permit, an applicant must submit the following items:

- A completed and signed Sidewalk Vendor Permit Application Form
- A copy of the applicant's current business license
- A copy of the applicant's current food handler certificate (if applicable)
- A copy of the applicant's current liquor license (if applicable)
- A copy of the applicant's current certificate of insurance
- A site plan showing the dimensions of the proposed sidewalk café or area to be used by the mobile push cart; the sidewalk vendor operation depicted must comply with City of Hillsboro standards ([City Municipal Code Section 5.36](#))
- If applicant is not the owner or lessee of the premises where sidewalk vending is to occur, applicant must include written permission from owner, leasing agent, or person in charge of the property at which the business will operate

Note: A mobile push cart/food cart may not operate within 100 feet and on the same block face of a retail outlet offering the same or similar commodity, without written permission from the owner of said establishment.

Fees

The City of Hillsboro requires a \$50 fee for review of new applications and inspections of approved operations. Approved sidewalk vendor permits are valid for 12 months. A \$25 annual permit renewal fee applies to established sidewalk vendors wishing to renew their permit.

For sidewalk vendor permits that will be valid only during a special event or community event (e.g., street fair), the City requires a \$10 fee for businesses with an active sidewalk vendor permit, and a \$20 fee for those without. The City requires a \$5 fee for non-profit organizations wishing to have a sidewalk vendor permit during a special event or community event (proof of non-profit status is required).

City Review and Issuance

Following submittal of the required materials listed above, City of Hillsboro Public Works permitting staff will review the application packet for completeness. Once determined complete, the review and issuance process takes approximately five business days.

Inspections

Following an applicant's submittal of a sidewalk permit application, a City inspector will visit the vendor site to evaluate the feasibility of the proposed operation on the public sidewalk. Following City approval and no more than 48 hours after establishment of the sidewalk vendor operation, the applicant must schedule an inspection with a City inspector, who will review the operation for consistency with the approved permit and compliance with City standards.

For further questions please contact:

City of Hillsboro Public Works - Engineering Division
(503) 681-6146

or

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