

**CONSUMER AFFAIRS DEPARTMENT  
BUSINESS LICENSE CENTER  
COLEMAN A. YOUNG MUNICIPAL CENTER, SUITE 105  
DETROIT, MI 48226  
313-224-3179  
Business Hours – 8:30 a.m.- 4:30 p.m.**

**REQUIREMENTS FOR SECURING / RENEWAL OF VENDOR LICENSE**

**BRING THE ITEMS LISTED BELOW (IN YOUR NAME):**

1. **Michigan State Sales Tax License**  
517-636-4660 ext #4
2. **Identification photos are required for new applicants I.D. cards are required for renewal**  
Two (2) clear Identification Photos (1-1/2"x2-1/2") passport type taken without shaded glasses or hats –no exception. No snapshots or candid photos will be accepted
3. **Health Department Inspections are required EVERY YEAR on ALL vehicles or carts selling food items.**

Unit inspections are made daily at Herman Kiefer Hospital located at 1151 Taylor (near Clairmount & Lodge Freeway). Call 313-876-4503 for appointment or special arrangements.

Vehicle registration and inspection report must be in vendor's name or must bring proof of a lease agreement for a year.

**STATIONARY VENDOR CART APPROVALS ARE REQUIRED EVERY YEAR**

Each cart must have yearly approval. Letters of inspection approval must be presented every year before a license will be issued.

For an appointment call:

Planning & Development  
2300 Cadillac Tower  
313-224-2170

4. **A valid (current) DRIVER'S LICENSE is required for operators of vehicles. A valid (current) STATE I.D. card is required for all other applicants**
5. **All license fees must be paid by CASH, MONEY ORDER, DEBIT CARD or CREDIT CARD (Visa or MasterCard)**
6. **Veterans must have a DD214 for fee waiver (Honorable Discharge Only)**

## FEE SCHEDULE

|                           |                                 |
|---------------------------|---------------------------------|
| STREET VENDOR (VEHICLE)   | \$178.00 Expire May 31 Yearly   |
| FOOT VENDOR               | \$123.00 Expire May 31 Yearly   |
| STATIONARY VENDOR         | \$123.00 Expire May 31 Yearly   |
| STAT/STREET VENDOR HELPER | \$ 25.00 Expire May 31 Yearly   |
| FOOD VENDOR/PUSH CART     | \$180.00 Expire April 29 Yearly |
| FOOD VENDOR HELPER*       | \$ 25.00 Expire April 29 Yearly |

**\*HELPERS MUST ACCOMPANY VENDORS.** Helpers must have two pictures. Helpers are allowed only with Street Vendors, Stationary Vendors; Food Vendor-Push Cart Vendors. No more than two (2) helpers are allowed for each vendor.

**SPECIAL EVENTS:** Call the Parks and Recreation Department at 313 877 8077

## REQUIREMENTS FOR FOOD VENDOR PUSH CART (HOT DOG)

### VENDORS

- LOCATION APPROVED BY BUILDING & SAFETY.

### ENGINEERING DEPT.

- HEALTH APPROVAL FOR THE PUSH CART
  - FOOD HANDLER CARD
  - \$100,000 INSURANCE POLICY
- TAX CLEARANCE FOR INCOME AND PROPERTY TAX
  - \$180.00
  - I.D.
- 2 PHOTOS (PASSPORT SIZE) WITHOUT HAT OR GLASSES

## **Detroit Code**

### **Sec. 41-2-4. - Stationary vending in the central business district vending area and cultural center vending area.**

- (d) Stationary vendors under this section shall be allowed to sell only the following items from an approved location:
  - (1) Accessories, which shall be limited to handbags, sunglasses, umbrellas, and wallets;
  - (2) Balloons;
  - (3) Craft items, including baskets, pottery, jewelry, leather, quilts, wood carving, and needle crafts;
  - (4) Coffee, beverages, and frankfurters as approved by the department of health and wellness promotion;
  - (5) Confections and snack foods that are not potentially hazardous;
  - (6) Ethnic apparel and clothing, which is limited to wearing apparel that is particular to a specific nationality distinguished by custom, heritage, or language;
  - (7) Flowers;
  - (8) Fragrances and incense;
  - (9) Fresh fruit; and
  - (10) Hand-drawn portraits or caricatures created on the spot.

# Stationary Vendor Checklist in compliance with the Ordinance

*By completing the following checklist, you are ensuring that the following criteria have been met:*

(Stationary vendors shall not engage in any vending business on any sidewalk unless such sidewalk has a minimum width of at least twelve (12) feet measured from the curb line to the boundary of any private property)

The vending location is at least 20ft away from any –

- Bus stop
- Pedestrian crosswalk
- Fire hydrant
- Sidewalk café
- Driveway
- Corner
- Emergency exit or building entrance way

The vending location is at least 200ft away from any-

- School property within the City of Detroit

The vending location is at least 300ft away from any-

- Sports arena or stadium

The vending location is not-

- On sidewalks abutting residentially developed or residentially zoned properties

Buildings, Safety Engineering, and Environmental Department  
Business License Center  
Coleman A. Young Municipal Center  
Suite 105

Request for Stationary Vending Location

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Desired location in order of preference, please be precise (For Example: NW corner of Woodward & Jefferson)

1).

2).

3).

Product (s) to be sold (please be as specific as possible):

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\*The act of selling any items other than those specifically stated on this form is strictly prohibited.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Investigator Assigned to: \_\_\_\_\_