City of Pasco
Finance Department
525 N 3rd Ave PO Box 293
Pasco WA 99301
Ph: 509-545-3402 Fax: 509-543-5742
www.pasco-wa.gov

Stationary Vendor Application Instructions

STEP 1. Contact WA State Dept of Revenue
Master Business License and UBI Tax Number
1657 Fowler St. Richland. 509-987-1201

STEP 2. Contact Other State Agencies if needed (partial list)

Food/Beverage Permits
Benton Franklin Health Department
7102 W. Okanogan Pl. Kennewick. 509-460-4200

STEP 3. Complete City Application

Complete City application and return with required attachments (as noted on application) to the Finance Department with $60.00 application fee. After approval, you will pay a license fee of $45.00 each month.

STEP 4. Contact Code Enforcement for <u>Stationary Vendor Inspection</u>

Code Enforcement: 509-543-5743, leave a message if necessary.

STEP 5. City Review Process

The application will be reviewed by the City within 10 business days and when all requirements are met, the Finance Department will issue a Business License. **Upon issuance of the license you may open your business.**

Questions?? Call the Finance Department at 545-3402
KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE

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STATIONARY VENDOR STANDARDS

5.10A.100 All stationary vendors licensed under this chapter shall conform to the following standards:

A) No stationary vendor shall be licensed for a location in a Residential Zoning District or Office District, as defined in Title 25;

B) Stationary vendors shall be licensed only at those sites on which there is a permanent business operating and licensed under Title 5;

C) No stationary vendor shall locate his or her vehicle, other conveyance, or temporary stand within twenty feet of any public right-of-way or within twenty feet of the intersection of any public right-of-way and private driveway;

D) No signs or signage shall be permitted other than that which can be contained on the vehicle or conveyance utilized to sell food;

E) No vehicle, other conveyance or temporary stand shall be located closer than twenty feet from any building or structure on the licensed property or adjoining property;

F) No vehicle, other conveyance or temporary stand shall locate closer than fifty feet from flammable combustible liquid or gas storage and dispensing structures;

G) All stationary vendors shall place at least one 30 gallon garbage receptacle upon the site of business for customer use;

H) Licensed stationary vendor sites shall be cleaned of all debris, trash and litter at the conclusion of daily business activities;

I) All merchandise, goods, wares or food shall only be displayed or offered for sale from the vendors conveyance;

J) All vehicles, other conveyances or temporary stands shall be equipped with at least one 2A-40 BC fire extinguisher;

K) No stationary vendor shall be licensed to locate a vehicle, other conveyance, or temporary stand within 250 feet from another stationary vendor except where vendors are separated by a public street;

L) No stationary vendor may be licensed at a location if their vehicle, conveyance or temporary stand diminishes required off-street parking for the permanent business licensed on the site.

5.10A.140 PENALTY. Any person, firm or-corporation violating any of the provisions of this chapter shall have committed a code infraction and shall be subject to the provisions of Chapter 11.02. The first offense shall be subject to a $100 penalty, the second offense shall be subject to a $500 penalty and the third offense in any two year period shall cause the vendor to be_ineligible for a license under this Chapter for a period of 90 days.

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TEMPORARY BUSINESSES IN THE I-182 OVERLAY DISTRICT

25.12.452 TEMPORARY BUSINESS "Temporary Business" means an itinerant vendor as defined under PMC 5.10A.020 A), B) and C) and any business licensed as a temporary special sales event out of doors and not included within the business activity licensed for the permanent business located on the lot.

25.58.020 APPLICABILITY The Development and Design Standards of this Overlay District will apply to all multi-family zones, office districts (O), retail business districts (C-1), general business districts (C-3), regional business districts (C-R) and business park districts (B-P) located in the I-182 Corridor generally described as that area located westerly of Road 36 and lying between the Franklin County Irrigation District Canal on the south and the city limits on the north – refer to Ord. 3972 for complete legal description.

25.58.095 TEMPORARY BUSINESS STANDARDS

(A) Temporary businesses are only permitted on lots that are fully developed with curb gutter and sidewalk and improved with parking lots, landscaping and buildings.
(B) Temporary businesses must be located at least 300 feet from the property line of any residentially zoned property.
(C) Goods, wares and merchandise of any kind can only be displayed or offered for sale from the temporary business vehicle or conveyance.
(D) Only one temporary business vehicle is permitted per licensee and lot or parcel.
(E) Temporary businesses must be located at least 500 feet apart.
(F) No ancillary or accessory equipment of any kind is permitted to be used with a temporary business including but not limited to: tables, chairs, benches, picnic tables, umbrellas, propane tanks, tents, awnings, carport structures, satellite dishes, recreational equipment, amusement devices, entertainment equipment, portable or temporary shelters, portable heaters, temporary lighting fixtures, decorative lighting, coolers not located on the business vehicle, freezers/refrigerators not located on the business vehicle, carpet, fencing, and faux landscape elements.
(G) No parking lot modifications are permitted for the location of temporary businesses including but not limited to: curbing, concrete slabs, decking and patios.
(H) Signage is only permitted on the temporary business vehicle and not on public right-of-way or in parking lots.
(I) No advertising for services, activities and products that are not available on or from the temporary business vehicle is permitted.
(J) Temporary businesses must be located at least 25 feet from any public right-of-way.
(K) Temporary businesses must locate in an area of the parking lot that will not impede fire lanes or the use of drive aisles within and around parking lots.
(L) Required off street parking cannot be diminished by the location and operation of a temporary business. (Ord. 3972, 2010.)

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Stationary Vendor Application

Date of Application _____

1. Business Information:

Legal Name_____

(Full Name of Legal Owner of business as registered with Dept of Revenue or Corporate Name registered with WA Secretary of State)

Trade Name (DBA)_____

Type of Business _____

Physical Address _____City _____St___Zip_____

Mailing Address _____City _____St___Zip_____

Phone_____ Fax _____Email _____

☐ Corporation ☐ LLC ☐ Partnership ☐ Sole-Proprietor ☐ Other

UBI#_____ FEIN # **or** SS# _____

2. Business Owner Information:

Owner's Name _____

Home Address _____City _____St_____Zip_____

Phone_____ Fax _____ Email _____

Co-Owner's Name _____

Home Address _____City _____St_____Zip_____

Phone_____ Fax _____ Email _____

Emergency Contact _____

Home Address _____City _____St_____Zip_____

Phone_____ Fax _____ Email _____

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3.Additional Information

Permanent Business at Location _____Lic # _____

Description of Items, Goods to be sold _____

Vehicle/Cart License Plate Number _____ State _____

Vehicle/Cart Owner's Name _____

Physical Address _____City _____St___Zip_____

Mailing Address _____City _____St___Zip_____

Phone_____ Fax _____Email _____

Where is the Vehicle/Cart stored? _____

4. Required Attachments:

- Copy of your Picture ID
- Copy of WA State Master Business License.
- Copy of Health Dept Certificate.
- Copy of Vehicle Registration
- Affidavit of Business Owner's Permission (see attached)
- Site Plan Map (see attached)
- $60.00 Application fee.
- The license fee is $45.00 per month, payable after approval of license.

My Signature below certifies that the information provided on this application and any attachments is true and accurate. I understand my business must comply with all City of Pasco codes and ordinances.

_____

Signature **Date**

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AFFIDAVIT OF PERMANENT BUSINESS OWNER

I, _____, being duly sworn, declare that I am the business owner of _____, located at _____ in Pasco, Washington, and do permit _____ of _____ to utilize a portion of my business property during business hours of operation; they are _____AM to _____ PM, Monday through Friday; and ____AM to _____PM Saturday through Sunday in compliance with all applicable portions of the Pasco Municipal Code.

_____
Signature of Business Owner***MUST BE NOTARIZED***

State of Washington
County of Franklin

Subscribed and sworn to (or affirmed) before me this
_____ day of _____, 20____.

_____
Notary Public

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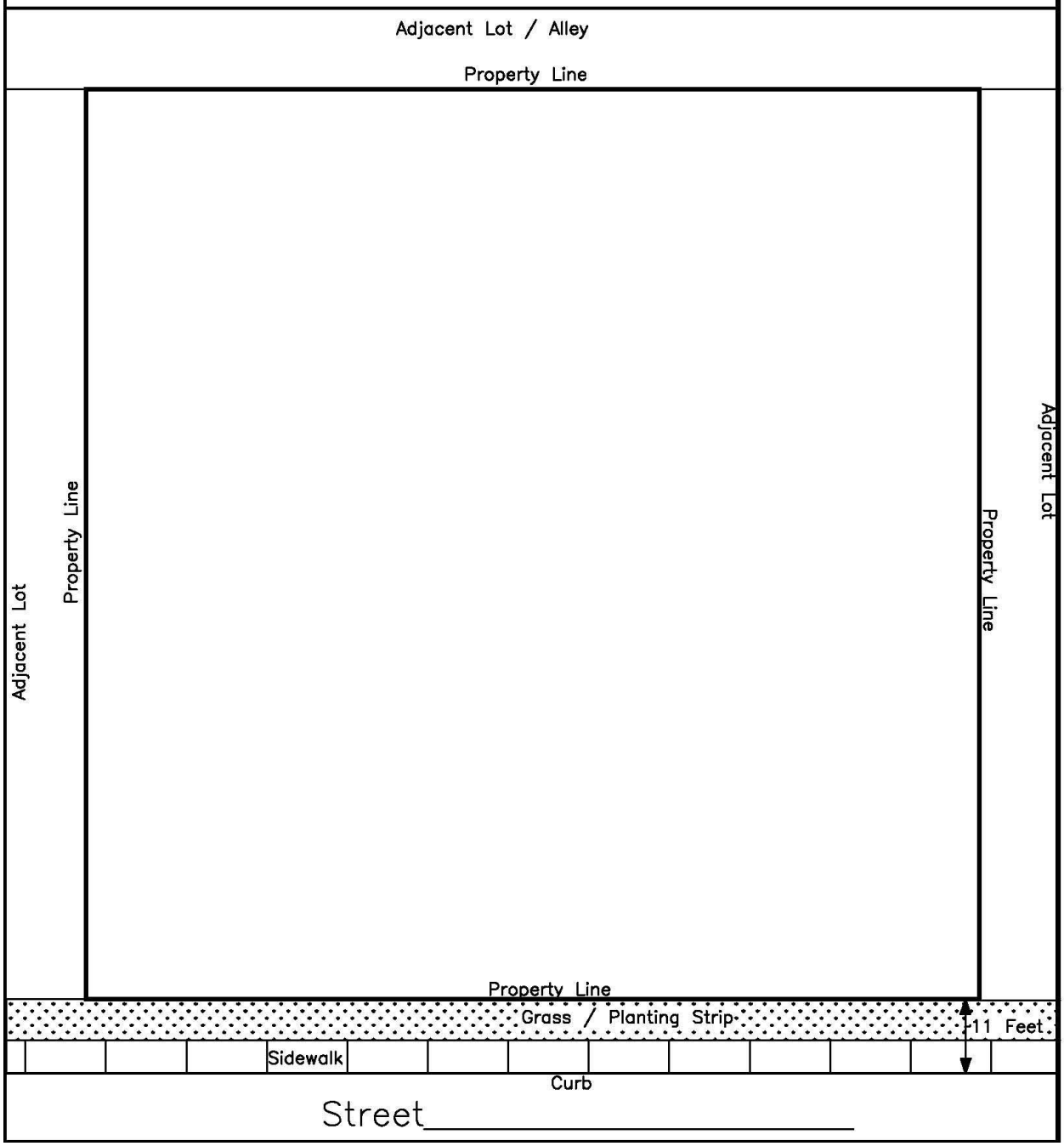
SITE PLAN

Name/Phone # _____

Address _____