



City of Boston

Public Works Department

The Public Works Department issues vending licenses for stationary selling at a specific location, we do not issue licenses that allow moving from one location to another. All vending operations that use propane are considered to be stationary for public safety reasons and are therefore required to obtain a license to operate in the public way from the Public Works Department.

When deciding on a location to vend be advised that the Public Works Department requires that all public sidewalks have a clear and accessible path of four feet (4'), devoid of any obstructions, to meet ADA (Americans with Disabilities Act) requirements for handicapped access.

Please read the entire application completely before filling in the required information. Return the completed signed application to the Public Works Department, Permit Branch. Room 714, City Hall, Boston for processing.

Issuance of vending licenses is the responsibility of both the Public Works Department and the Boston Police Department, however; should you be requesting placement of a vehicle for vending purposes in the public way, approval by the Transportation department will also be required.

Any person requesting a license for the sale of food must obtain the necessary health license from the Inspectional Services Department located at 1010 Massachusetts Avenue, Roxbury and if propane or sterno are used the vendor must obtain a fire permit from Boston Fire Department headquarters located in Southampton Street, Roxbury. Health and fire permits should be obtained after the license has received approval from the Public Works Department and the Boston Police Department.

No license will be issued by the Public Works Department to any vendor unless all necessary permits, licenses and insurance have been obtained in the name of the person to whom the Public Works Department license will be issued, no exceptions will be made.

At the time the license is issued a photo ID, such as a valid Massachusetts drivers license must be shown, no exceptions will be made.



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Definition of terms contained in the following vendor application:

Vending:

Sale of, offering to sell, displaying for sale, demonstrating, distributing samples of, solicitation or taking of orders for any goods or services in any public way in the city of Boston.

Vendor:

Owner of the cart/business/corporation who either personally or through their employees or agents engages in the sale of, offering to sell, displaying for sale, demonstrating, distributing samples of, solicitation or taking of orders for any goods or services in any public way in the city of Boston.

Public Way:

Any and all portions of the streets and sidewalks in the city of Boston which are open for use by the public.

Restricted Territory:

This term applies to all residentially zoned areas of the City of Boston as well as any area deemed inappropriate for vending either by the Commissioner of Public Works or by the Commissioner of the Boston Police Department.

Vending Location:

Exact address, number and street name and section of the city where a vendor requests permission to set up a vending operation.

Abutting Property Owner:

The individual business/corporation/ trust/etc... that holds title to the land/structure that directly abuts the proposed vending operation. This term does not apply to MBTA stations whose structures are merely a means of exit from their underground property. The vending application must be signed by the property owner or by such person duly authorized by power of attorney to sign for him/her as their legal representative. If such property owner signature is by legal representative a copy of the power of attorney for said signature must accompany the application.

Ground Floor Tenant:

The individual/business/corporation/ trust/etc... who rents the first floor space from the property owner that directly abuts the proposed vending location, as described above, for the purpose of operating a storefront business. Application must be signed by the owner of the business or by such person duly authorized to sign for him/her as their legal representative. If such groundfloor tenant signature is by legal representative, a copy of the power of attorney for said signature must accompany the application.



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Proposed vending location information:

- Exact Address:

(submit photograph of proposed location)

- Wares to be sold:

- Width of sidewalk at proposed vending location:

- Size of occupation requested:

- Size of cart/table to be used:

- Registration #:

- Hours of business operation:

- Days of the week:

- Period of time license is requested for (up to one year only):

- Abutting property owner and address/telephone:



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Proposed vending location information (cont...):

- Authorized signature of abutting property owner:

(please print name)

- Groundfloor tenant and address/telephone:

- Authorized signature of groundfloor tenant:

(please print name)

- Distance from storefront business selling same goods or services:

- Store name and address:

Information concerning vending operation:

- Business name and address/telephone:

- Is the business incorporated (include name incorporated under and date):

- Is the business registered (include business name and date/location registered):



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Information concerning vending operation (cont...):

- Massachusetts state tax number:

- Is the applicant the sole owner of the vending business:
(if not list the names and addresses/telephone numbers of all partners)

- Address where vending equipment is stored:

- Are you in the business of renting carts:

At the time you pick up your license, you must provide the Public Works Department with the names and addresses of your employees who will be working for you in your vending business and also provide updated lists during the year should your employees change.

Liability insurances requirement: all vending operations are required to obtain liability insurance in the amount of \$500,000.00 which lists the City of Boston as additionally insured. Insurance to be obtained only after notification that the license has been approved.



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Vendor Information (owner of cart/business/corporation):

- Name/Address/Telephone:

- How long at above address:

- If less than two years, list previous address:

- Social security number:

- Employed by:

- Work address and telephone number:

- How many years have you been vending:

- Where:



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Vendor Information (owner of cart/business/corporation) **(cont...)**:

- Have you, your employees or your business been cited by the Boston Police Department and/or the City's Code Enforcement Division for illegal vending activities within the past five years:

(if answer is yes, please include a written explanation of the charges and outcome of complaints with this application)

- Have you ever held a vending license with the Public Works Department before, if so when and for what location:

- Do you hold a state hawkers and peddlers license (include license number):

I, _____ state that all the information provided by me on this application to be true and accurate and i understand that if any information is found to be false or misleading that i will forfeit any existing license(s) that i hold with Public Works and must wait a period of one year before a new application can be submitted.

Date: _____

Signature: _____



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After notification that your vending application has been approved you must secure the following permits for the sale and cooking of food if this is applicable to your operation:

- Vendor:

- Business Name:

- Vending Location:

Inspectional Services - Health Department

Name of Inspector:

I, _____ have inspected the cart/vehicle
to be used in the operation of a vending business located at:

and have found it conforms to all laws set by the Commonwealth of
Massachusetts and the City of Boston with regard to health codes.

Inspector's Signature: _____

Date: _____

Health License Number: _____



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Boston Fire Department

Name of fire Inspector:

I, _____ have inspected the cart/vehicle
that will be using propane and/or sterno during the operation of a vending
business at the following location:

and have found that it meets all requirements set by the Commonwealth of
Massachusetts and by the City of Boston fire codes.

Inspector's Signature: _____

Date: _____

Fire Permit Number: _____

Health and fire permits must be presented to the Public Works Department and in
the same name of the applicant of record before any license will be issued.

A photo ID, such as a valid Massachusetts drivers license, must be shown at the
time of license issuance no exceptions will be made.

For Office Use Only

Boston Police Department

Area Station House: _____

Investigating Officer: _____

Approve: _____

Disapprove: _____

Reasons For Disapproval: _____

Signature Of Commanding Officer: _____



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Boston Police Licensing Division:

Approve: _____

Disapprove: _____

Reasons For Disapproval: _____

Signature Of Commissioner: _____

Date: _____

Public Works Department:

Approve: _____

Disapprove: _____

Reasons For Disapproval: _____

Signature Of Principal Administrative Assistant:

Date: _____

License Granted: _____

Signature Of Commissioner: _____

Date: _____