



**City of Rockford Public Works Department - Engineering
6th floor, City Hall, 425 E. State Street, Rockford, IL
779-348-7174**

LICENSE APPLICATION – SIDEWALK MERCHANT VENDING

THIS APPLICATION **MUST** BE ACCOMPANIED BY THE LICENSE FEE.

APPLICANT Name/Position: _____ Date of Application: _____

Applicant Address: _____

Street

City/State/Zip

Applicant Phone #: _____ Email Address: _____

Business Name: _____ Tax ID: _____

Business Address: _____

Street

City/State/Zip

Retail Tax #: _____ Cart/Booth Size: _____

Brief Description of Goods or Services for Sale: _____

Certificate of Insurance attached: _____

In consideration of the issuance of a permit for the use or structure indicated above, the applicant (s) agree(s) as follows:

Merchants in the City of Rockford may vend on the sidewalks of their businesses with the following parameters:

- A minimum 4-foot walkway must be maintained free of obstacles. Approved tables and display units must be placed on the contiguous property in front of the business applying for the outdoor location at least 2 feet from curb.
- Displays, tables, chairs, equipment and merchandise must be removed from the sidewalk nightly.
- The number of display units allowed for a Merchant Vendor is determined by the width of the storefront.

The maximum number of display units that may be displayed within the merchant vending site shall be determined by the width of the merchant vendor’s storefront street frontage, as follows: Store Front Width	Display Units
Small (24 feet or less)	2 units or 50% of the linear footage, whichever is less
Medium (25-49 feet)	3 display units
Large (50 feet or more)	4 display units

1. A display unit is described as:

- a. Two tables no more than 30 inches wide and 8 feet (96 inches) long and 29 inches high, or
- b. Two clothing racks no more than 30 inches wide and 6 feet (72 inches) long and 6 feet (72 inches) high, or

Notary Public _____

FOR OFFICE USE ONLY:

Date application received: _____ Received by; _____

Zoning: Approved/Disapproved by: _____ Date; _____

Building: Approved/Disapproved by: _____ Date; _____

Fire: Approved/Disapproved by: _____ Date; _____

Public Works:

____ Approved and issued on _____ by: _____ Permit # _____

____ Returned as incomplete on: _____ by: _____

(with written explanation seven days from receipt)

____ Denied in writing on _____ by: _____