



Vendor Identification Badge Application

Phone: (216) 664-2264

Hours of Operation
8:00 a.m. to 4:30 p.m. Weekdays

DALLicenses@clevelandohio.gov

When do you need a Vendor Identification Badge?

A Vendor Identification Badge is required for any person selling, offering or displaying for sale, or soliciting another to purchase, for present or future delivery, any goods, wares, merchandise, subscriptions, services, pre-packaged frozen desserts, commercially pre-packaged foods and beverages from, in, upon, along, or through the highways, streets, or sidewalks, door-to-door on residential property, or in the open air or from a temporary shelter or vending device upon private property.

This is an annual license that expires on July 31st.

For more information regarding this license, please refer to the City of Cleveland Codified Ordinance Chapter 675, Street Vendors.

City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.

You may apply for this license in-person or by mail:

In Person:

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Complete the application in its entirety and sign (print legibly using blue or black ink).
3. Visit our office located at the address in the top right-hand corner between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.
4. Bring the correct fee as listed below. Acceptable forms of payment are money orders, checks, debit/credit cards and cash.

By Mail:

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Make copies of all documentation.
3. Complete the enclosed application in its entirety and sign (print legibly using blue or black ink).
4. Mail the completed application, supporting documentation and applicable fee as listed below to the Division of Assessments and Licenses at the address listed above in the top right-hand corner. Acceptable forms of payment for mailed applications are Money Orders and Checks (DO NOT SEND CASH OR CREDIT CARD INFORMATION IN THE MAIL).

What to bring or submit to the Division of Assessments and Licenses:

1. Completed and signed application.
2. A **copy** of current and valid government issued identification.
3. A **copy** of the permit extension letter from the Mayor's Office of Capital Projects indicating the location of the cart. ***This requirement only applies to General Merchandise Vendors located within the Central Business District.***
4. A copy of the **2022-2023** Street Vendors permit issued by the Division of Assessments and Licenses.
5. **Fee of \$60.00.** Fees are payable by cash, check or credit card. This fee is non-refundable. Make checks payable to the City of Cleveland



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New Applicants

1. All of the requirements listed above.
2. A USB Flash Drive containing one (1) picture of each applicant. The photos submitted must meet the following minimum requirements in order to be processed:
 - Saved as a JPEG (.jpg) file in the following format (Last Name, First Name);
 - Can't be older than six (6) months;
 - In color;
 - Must show a clear, front view, full face of the person;
 - No hats or dark glasses permitted; and
 - The applicant's head must be centered in the photo, side or angled views are not accepted.

Please note that flash drives will not be returned when submitted by mail.

For Pre-Packaged Frozen Desserts Only

In addition to the above information, the following documentation must be submitted for **each** individual that vends pre-packaged frozen desserts:

1. Completed Frozen Dessert Affidavit
2. **Copy** of your State of Ohio BCI check results. Please note that BCI reports will be accepted where the BCI completion date is within one year of application submission



CITY OF CLEVELAND
Mayor Justin M. Bibb

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City of Cleveland
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

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Date:	Type: (Circle One) New - \$60.00 Replacement - \$10.00 All Fees are Non-Refundable
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SECTION A - TYPE OF VENDOR

<input type="checkbox"/> MERCHANDISE OR PRE-PACKAGED FOODS & BEVERAGES	<input type="checkbox"/> SUBSCRIPTIONS OR SERVICES	<input type="checkbox"/> PRE-PACKAGED FROZEN DESSERTS	<input type="checkbox"/> SPECIAL EVENTS ONLY
Name:		Current Vendor ID Badge # (if any):	
Address:			
City:		State:	Zip:
Telephone #:		Email:	
Date of Birth :		Social Security Number:	
Eye Color:		Hair Color:	
Height:	Weight:	Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	

SECTION B - CORPORATION / BUSINESS INFORMATION

Name of Business or Corporation:			
Approved Street Vending Permit #:			
Name of Owner or Manager:			
Address:			
City:		State:	Zip:
Telephone #:		Email:	
Description of vending device or temporary structure:			
Detailed description of products sold, offered or displayed:			

SECTION C - DECLARATION

I declare under penalty of perjury that the above information is true and correct. I understand that if this information is found to be fraudulent, the license/permit issued in association with this statement will be revoked. Applicant hereby acknowledges that he/she has read and understands Codified Ordinance §675 (Street Vendors) and understands the obligations under these Codified Ordinances.

SIGNATURE OF APPLICANT

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OFFICE USE ONLY

LICENSE NUMBER	
DATE ISSUED	