

## **Vending Cart – Business Application Information**

*If you are applying for a vending cart please note the following:*

1. If you plan to have a vending cart in a parking lot of a business you need –
  - a. Permission from management of the business where you want to park the cart.
  - b. Temporary Use Permit (renewal annually - \$100). Apply for approval at the City Community Development Department at City Hall, 3<sup>rd</sup> floor. Phone (541) 440-1177.
  - c. Business registration application with the City Manager's office at City Hall, 3<sup>rd</sup> floor (\$130 one time fee). Phone: (541) 672-7701 ext. 222.
  - d. Contact Douglas County Health Department at (541) 440-3500 for food handler's card information and classes.
  
2. If you plan to have a vending cart in a park you need –
  - a. Concessionaire permit from the City Parks Department (\$20 daily or \$150 monthly) 1<sup>st</sup> floor at City Hall. If utilities are needed it is an additional \$30 per day. Phone: (541) 440-1188.
  - b. Business registration application with the City Manager's office at City Hall, 3<sup>rd</sup> floor (\$130 one time fee). Phone: (541) 672-7701 ext. 222.
  - c. Contact Douglas County Health Department at (541) 440-3500 for food handler's card information and classes.
  
3. If you plan to have a mobile vending cart such as an ice cream truck or mobile vending bicycle you need –
  - a. Business registration application with the City Manager's office at City Hall, 3<sup>rd</sup> floor (\$130 one time fee). Phone: (541) 672-7701 ext. 222.
  - b. Contact Douglas County Health Department at (541) 440-3500 for food handler's card information and classes.

For further questions, please contact the City Manager's office at (541) 672-7701 extension 222. Thank you.