



2400 Washington Ave., 2nd Floor
Newport News, Virginia 23607
(757) 933-2311 · (757) 926-7559 fax
permits@nnva.gov

Street and Sidewalk Food Vendor Permit Application

Food Truck or Push Cart Vendor
(\$150.00 per shift)

Relocation
(\$100.00 processing fee)

Applicant Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Personal Number: () _____ Cell Number: () _____

Personal Email: _____

Business Name: _____

Business Address: _____ City: _____ State: ____ Zip: _____

Business Number: () _____

Business Email: _____

Product Information: (Description of the type of food(s) and/or beverage(s) to be sold)

Location and Shift Preference: (Refer to the Street Vendor District maps)

List the top five preferred locations and reference by either the on street parking space number (food truck locations) or sidewalk space letter (push cart locations). Note which shifts are desired (Breakfast, Lunch, Dinner). Vendors may only be assigned one space per shift and have a maximum of three shifts. See the city policy for additional information.

First Choice: _____ Breakfast / Lunch / Dinner

Second Choice: _____ Breakfast / Lunch / Dinner

Third Choice: _____ Breakfast / Lunch / Dinner

Fourth Choice: _____ Breakfast / Lunch / Dinner

Fifth Choice: _____ Breakfast / Lunch / Dinner

NOTE: Vendors who are currently permitted for a space(s) will be allowed to remain in the space(s) provided the permit is renewed annually prior to permit expiration on December 1st. An effort will be made to permit vendors in their preferred space(s) and shift(s).

Corporate Information (if applicable)

If the applicant is a corporation, provide the names, position and addresses of the officers

Name	Title	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Use additional pages if needed

Partnership Information (if applicable)

If the applicant is a corporation, provide the names, position and addresses of the officers

Name	% Interest	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Use additional pages if needed

The following documents must be attached to this permit application:

- A valid business license.
- General liability insurance documentation.
- Completed Grease Control Device Registration Form.
- Completed Commissary of Fats, Oils and Grease Disposal Letter.
- A copy of a valid Health Permit (or a letter from the VA Dept. of Health stating a health permit is not required).
- Fire Marshal Certification.

Applicability

Permits are not truck/cart specific. The permit can be switched between trucks/carts operated under the same ownership and name. The permit must be with the truck or cart when conducting business. Permit are space and shift specific. The permit is only valid at the numbered parking space (truck vendor) or lettered sidewalk space (cart vendor) during the assigned shift.

Applicant Certification

The applicant certifies that the above information is correct and fully understands/agrees to the provisions and requirements of this permit and Chapter 38, Article X – Street and Sidewalk Vendors of the Newport News Code of Ordinances.

Applicant Name (print)	Applicant Signature	Date
------------------------	---------------------	------