

Guidelines for Vendors In Arlington County

The *Guidelines for Vendors in Arlington County* has been designed to provide an overview of the process that one must follow to become a vendor in the County. The *Guidelines* present the regulations pertaining to vending and the steps required to attain the applicable license. Potential and current vendors must familiarize themselves with the applicable sections of the Arlington County Code, available at the end of this document, to ensure a clear understanding of their responsibilities as vendors and to ensure compliance with the Code.

General Information

There are two categories of vendors: stationary/sidewalk and street/truck vendors.

- **Stationary/sidewalk vendors** set up their stands in a fixed location and may remain there until 8 pm. A stationary vendor has no right to any given location and may NOT leave their stand or cart overnight.
- **Street/truck vendors** drive from location to location, except those who vend in established zones created by the County Manager (currently there are no such zones).

Stationary/Sidewalk Vendors

- Stationary/sidewalk vendors are permitted to vend from 7:00a.m. to 8:00p.m.
- No vendor shall occupy a space greater than 7 feet 6 inches in height (excluding umbrellas), 8 feet in length, and 5 feet in width.
- All vendors must be located a minimum of 10 feet from any crosswalk, intersection, bus stop, taxi stand, building entrance, Metro entrance, or other stationary vendor. No vendor shall be permitted a stationary location on any sidewalk unless at least 10 feet of the sidewalk remains clear for pedestrian traffic.
- Information related to the location and limits of public sidewalks, public rights-of-way, or public streets may be obtained in person from the Development Services Bureau – Customer Service & Permitting Office, Department of Environmental Services, in Courthouse Plaza at 2100 Clarendon Boulevard, Suite 800. For further information, contact the **Customer Service & Permitting Office at (703) 228-3629**.

Street/Truck Vendors

- Vehicles may only stop in spaces designated by Chapter 14.2 of the [Arlington County Code](#) as motor vehicle parking spaces when directed to do so by a customer. Once stopped, they may remain there for up to **60 minutes**.
- Vehicles parked in a designated street vending zone^{*} may not exceed 10 feet in height (excluding umbrellas), 18 feet in length, and 7 feet in width.

Permits, Licenses, and Fingerprinting

Before one is allowed to sell goods or services in Arlington County, one must first obtain the necessary permit and/or license. Following are the steps for obtaining a vendor's license, which includes receiving a vendor's permit, vendor's tag, and providing fingerprints.

* As of the publication of these *Guidelines* there are no such zones.

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<p>Step 1: Vendor's Permit</p>	<p>To apply for a vendor's permit one must first appear in person at the Licensing Unit of the Police Department on Wednesday or Thursday promptly at 1:00 pm. The address is 1425 Courthouse Road, 1st Floor, Police Department Information Counter.</p> <p>One must bring and provide the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete application that is signed and notarized. <input type="checkbox"/> Proof of citizenship or Employment Authorization Card <input type="checkbox"/> Two passport size photographs (front facing) <input type="checkbox"/> If you are selling food, a copy of your food managers certificate and food vendors health license <p>A vendor's permit is necessary for each employee of the vendor who conducts sales. This permit is issued through the Licensing Unit of the Police Department and costs \$20 per permit. Contact the Licensing Unit at (703) 228-4258 for further information.</p> <p>Reminder: No cell phones or electronic devices are allowed into the Courthouse Building and the Police Department. Please allow time to pass through security to be assured you will arrive on time.</p> <p>**Food vendors: Please refer to the section "Special Requirements for Food Vendors" on the next page for additional requirements.</p>
<p>Step 2: Vendor's Tag</p>	<p>Applicants must then go to the Commissioner of Revenue (COR), 2100 Clarendon Blvd, Suite 200, Arlington, VA. Before vendors may sell goods or services in Arlington County, registration is required with the COR. The vendor's tag, which is issued by the Commissioner of Revenue costs \$500 and is issued in the name of the business owner. You may contact the Office of The Commissioner of Revenue at (703) 228-3060 for further information.</p> <p>Note: Proof of Virginia retail sales tax registration and the retail sales tax number issued, if applicable, shall be shown to the Commissioner of Revenue.</p>
<p>Step 3: Payment of Fees</p>	<p>After the COR, applicants must go to the Treasurer's Office to pay the above fees required by the Police Department and the Commissioner of Revenue. The Treasurer's Office is located on the same building and floor as the COR, in Suite 201 (2100 Clarendon Blvd).</p>
<p>Step 4: Fingerprints</p>	<p>The next step in the vendor process is fingerprinting conducted by the Arlington County Sheriff's Office. The applicant will return to 1425 N. Courthouse Road and proceed to the 9th floor Suite 900. The hours of operation for fingerprinting are Monday - Thursday from 1:30 pm - 3:00pm. Every potential vendor must be fingerprinted by the Sheriff's Office. There is a \$10 fee for this service which must be paid in cash.</p> <p>Reminder: No cell phones or electronic devices are allowed into the Courthouse Building and the Sheriff's Office. Please allow time to pass through security to be assured you will arrive on time.</p>
<p>Step 5: Vendor's License</p>	<p>After completing the above steps, applicants will return to the Licensing Unit of the Police Department located on the 1st floor of 1425 N. Courthouse Rd. After the applicant shows proof of completing the above steps, they will be issued a Vendor's License.</p>

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Certificate of Occupancy

- Vending is prohibited in or upon Arlington County public parks and recreational facilities.
- Many public sidewalks are located on private property. Any vendor wishing to sell on private property (including on public sidewalks located on private property) must, in addition to the foregoing licensing requirements, **obtain a Certificate of Occupancy from the Zoning Office**.
- The vendor must show proof that the private property owner has given permission for sales to occur on the property. Staff from the Zoning Office will then determine whether the location in question is zoned for the types of sales proposed.
- For further information contact the **Zoning Office** at **(703) 228-3883**.

**Special Requirements for Food Vendors

Important: The following must be completed prior to submitting an application for a Vendor Permit (before [Step 1](#) under the "[Permits, Licenses, and Fingerprinting](#)" section on page 2):

- All food vendors who prepare and sell food must have a **Certified Food Manager Certificate**. One may become a Certified Food Manager by passing a nationally recognized test and obtaining a Northern Virginia Food Manager picture identification card from ORS Interactive, located at 6316 Castle Place, Suite 201, Falls Church Virginia, or they may be reached at (703) 533-7600.
- All food vendors must have a **base of operation**. The base of operation must be licensed or permitted by the regulatory authority having jurisdiction over that food establishment. Carts and conveyances used for food vending must be cleaned and stored at such base of operation (depot). A depot letter is proof that a food vendor has a stationary facility.
- In order to receive a **license from the Arlington County Public Health Department**, the applicant must submit an application and copy of the depot letter. **Licenses for mobile vendors** are **\$100.00** and are **issued annually**, based on the fiscal calendar year (July 1 - June 30).
 - The **license renewals** are due in June and must be accompanied by an **application processing fee of \$100.00**. Checks or money orders must be made payable to Arlington County Treasurer, and mailed or delivered to:
Environmental Health, 800 South Walter Reed Drive, 2nd floor, Arlington, VA 22204.
 - For further information contact Arlington County's Environmental Health at (703) 228-7400 or visit their [page](#)[†] on the County's website.
- When **flammable material** is used at the vending site:
 - The **equipment usage and propane storage must meet the conditions of NFPA #58 and the Arlington County Fire Prevention Code**.
 - The vendor shall provide a **fire extinguisher** (minimum rating 2A-10BC) that is permanently mounted and readily accessible on the outside of the cart. The fire extinguisher shall have a durable tag affixed to the extinguisher showing the

[†] <http://www.arlingtonva.us/departments/HumanServices/publications/permits/HumanServicesPermitsPermitsLicenses.aspx#vendor>

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inspection and/or service date. All fire extinguishers must be inspected once a year and serviced, if necessary, by a qualified individual.

- **Propane cylinders** are to be stored with a strap, chain, bolt or other approved method. Propane cylinders must be used and stored in a position for which they are designed. Propane is not to be used or stored inside buildings except as regulated by the Arlington County Fire Prevention Code.
- The vendor shall permanently affix a **weatherproof sign** to the side of the cart. The sign must have a white background with three (3) inch letters that are red in color and shall read:

PROPANE
Not to be used inside structures
By order of the
Arlington County Fire Marshall

Useful Arlington County Code References

- **Chapter 9.2** – food and handling code.
- **Chapter 30** - regulates vendors in Arlington County.
- **Chapter 11** - regulates business licenses, vendor tags, and other requirements.
- **Chapter 14.2** - motor vehicle and traffic codes.

A copy of these chapters can be reviewed at any Arlington County Public Library or online at: <http://www.arlingtonva.us/departments/CountyBoard/CountyCode/default.aspx>.