

CHECKLIST

RIVERWALK DESIGNATED PUBLIC SPACE VENDING PROGRAM

The following documents **MUST** accompany your application before it can be processed:

- Current Picture I.D. (Texas Driver's License or Texas Department of Public Safety I.D.)
- Application for Vending Permit (completed and signed)
- State of Texas Sales Tax and Use Permit Number Permit Number: _____
- Certificate of Insurance Expiration Date: _____
- Proof of request for the following criminal background investigations through San Antonio Police Department records division. **Only valid for one year of date of issuance.**
 - Local – Clearance Letter-Cash (\$25.00) Expiration Date: _____
 - State – Money order receipt-(\$15.00)
 - Federal – Money order receipt-(\$18.00)
- List of products or services to be vended, including manufacturing information.
(This includes a photo)

Applications accepted between 8:00-4:00 by appointment.
Please call 207-2725 to schedule your appointment or for assistance in completing your application.

Downtown Operations Department
The City of San Antonio
400 N. St. Mary's Suite 100
San Antonio, TX 78205

Note: Incomplete applications will not be accepted.

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