CHECKLIST

DOWNTOWN MOBILE FOOD 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 Date Verified: _____
- ☐ Proof of Current Health Permit Expiration Date: _____
- ☐ Color photo of cart (Front & Back)
- ☐ Certificate of Insurance (Required before vending) Expiration Date: _____
- ☐ Letter of Insurability (Annual Vendors Only)
- ☐ Proof of request for the following criminal background investigations through San Antonio Police Department records division.
  - ☐ Local – Clearance Letter- Expiration Date: _____
  - ☐ State – Receipt
  - ☐ Federal – Receipt $62.00 for all three.

Please call 207-2725 if you need assistance in completing this application. If you wish to speak to someone in person regarding the application, please visit the Downtown Operations Department Office located at 400 N. St. Mary's, Monday – Friday between the hours of 8:00 am and 4:00 pm.

Note: Appointment is required to submit application.
Incomplete applications will not be accepted.

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