



PERMIT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

**TRANSIENT VENDOR PERMIT APPLICATION**

All Transient Vendor Vehicles operating at Special or Seasonal Events in the Township of Canfield are required to obtain a Transient Vendor Permit issued by the Zoning Inspector, with the the exception of Transient Vendor Vehicles owned and operated in conjunction with a licensed, permitted restaurant when such Transient Vendor Vehicle is operated on the private commercial property of the restaurant.

**Applicant Instructions:** *(Special / Seasonal Event applicants, see instructions below)*

- Complete and sign Section 1
- Obtain an inspection for your LP-tank and system per the instructions in the Transient Vendor Permit Application Packet. Once completed, contact the Canfield Joint Fire District at 330-533-4316 to schedule an inspection of your transient vendor vehicle.\*
- If you are working a **Special Event**, please complete Section II
- If you are working a **Seasonal Event**, please complete Section III
- Once the transient vendor vehicle has passed all necessary inspections and all necessary documents indicated in Section II or Section III are attached, you may mail the completed application and applicable fees to the Zoning Inspector, c/o Canfield Township, (21 S. Broad St., Canfield, OH 44406) or hand-deliver it to the same address to obtain your Transient Vendor Permit.

**Fees\*\*:** (If mailing, please send a check payable to “**Canfield Township Trustees**”) If tax exempt, please provide proof of status.

- Special Event: \$ 50.00
- Door-to-Door: \$ 75.00
- Seasonal Event(s): \$ 150.00 per year

**Vendors anticipating working multiple Special Events during the year may opt to pay a one-time seasonal fee of \$150.00 for all events worked during the year. (See instructions below)**

**\*Note:** If you have passed a Cardinal Joint Fire District Inspection in the past 12 months, a new inspection is not required. Simply complete Section I, and Section II or Section III of this Application and submit with with all necessary documents to obtain your Transient Vendor Permit.

*Vendors working a Special Event are still required to submit all applicable fees as specified above*

**\*\*Note:** There are not application fees for private parties or for Transient Vendor Vehicles owned and operated by Canfield Township-based restaurants.

**Seasonal Special Event Applicant Instructions:** If you would like a Seasonal Special Event Transient Vendor Permit and are submitting an application for the first event of the calendar year, please follow the instructions above. If you have previously been approved for and paid for a Seasonal Special Event Transient Vendor Permit and are working additional special Events, please email the Township at [traci@canfieldtownship.org](mailto:traci@canfieldtownship.org) and include your name, phone number, the name of your business and which event(s) you will be working, including the date(s) of the event(s). There is no need to resubmit the Health Department, Fire Department, or insurance certifications again.

**Section I: Applicant Information** *(Completed by All Vendors)*

Name of Business: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_

Owner(s) Name (s): \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Non-Profit

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Goods to Services to be sold or furnished: \_\_\_\_\_

I hereby certify that the information contained within and attached to this application is true and accurate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section II: Special Event Information** *(Completed by Vendors if Working a Special Event)*

A special Event is any outdoor activity or series of outdoor activities open to the public specific to an identifiable time and place; most often produced in conjunction with community organizations; held on public property including street rights-of-way, non-profit organization property or non-residential private property; and generally occurring once a year and for which a Special Event Permit is required.

Name of Special Event: \_\_\_\_\_ Date of Special Event: \_\_\_\_\_

Please attach the following documents to this application:

- Certification that the Transient Vendor Vehicle has passed all necessary inspections by the Mahoning County Health Department
- Certification that the Transient Vendor Vehicle has passed all necessary inspections by the Cardinal Joint Fire District
- Evidence of General Liability Insurance Coverage in an amount not less than two million dollars (\$2,000,000) combined single limit bodily injury and property damage for each occurrence. The following must be included in the Certificate of Insurance to demonstrate appropriate insurance coverage:
  - The Certificate of Insurance shall list "Canfield Township, 21 S. Broad Street. Canfield, Ohio 44406" as the Certificate Holder and shall name Canfield Township, its appointed and elected officials, in their individual and official capacities, employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns as additional insured's.

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**Section III: Seasonal Event(s) Information** *(Completed by Vendors if Working a Seasonal Event)*

A Seasonal Event is multi special events throughout the course of one year.

Name of Seasonal Event: \_\_\_\_\_ Date of Seasonal Event: \_\_\_\_\_

Location of Seasonal Event: \_\_\_\_\_

Please attach the following documents to this application:

- Site plan illustrating the proposed location of the transient vendor vehicle
- Certification that the Transient Vendor Vehicle has passed all necessary inspections by the Mahoning County Health Department
- Certification that the Transient Vendor Vehicle has passed all necessary inspections by the Cardinal Joint Fire District
- Evidence of General Liability Insurance Coverage in an amount not less than two million dollars (\$2,000,000) combined single limit bodily injury and property damage for each occurrence. The following must be included in the Certificate of Insurance to demonstrate appropriate insurance coverage:
  - The Certificate of Insurance shall list "Canfield Township, 21 S. Broad Street. Canfield, Ohio 44406" as the Certificate Holder and shall name Canfield Township, its appointed and elected officials, in their individual and official capacities, employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns as additional insured's.

**Special Event Vendor's Application Fee:**

Special Event: **\$50.00**     Door-to-Door: **\$75.00**     Seasonal Event(s): **\$150.00**

Total: \$ \_\_\_\_\_

Total Paid: \$ \_\_\_\_\_    Check # \_\_\_\_\_    Receipt # \_\_\_\_\_    Date: \_\_\_\_\_