



## APPLICATION FOR STREET & SIDEWALK VENDOR LICENSE

Submit to City and Borough of Juneau Permit Center  
 Mailing: 155 S. Seward Street, Juneau, AK 99801  
 Physical: Marine View Bldg. 230 South Franklin Street  
 Phone: 907-586-0770 / Fax: 907-586-4529

SSV Case Number: \_\_\_\_\_

Requested Vendor Location: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Street and Sidewalk Vending           | <input type="checkbox"/> State Business License Number: _____ |
| <input type="checkbox"/> Right-of-Way Lease                    | <input type="checkbox"/> Sales Tax Number: _____              |
| <input type="checkbox"/> Sidewalk Café for Existing Restaurant | <input type="checkbox"/> SOA Health Permit Number: _____      |

<b>Applicant Name:</b>	<b>Licensee/Business Name:</b>
<b>Mailing Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Email Address:</b>	
<b>*Dates &amp; Hours of Operation:</b>	
<b>Description of Equipment:</b>	
<b>Types of Goods to be Sold:</b> ( <a href="#">CBJ 62.10.050</a> or <a href="#">62.10.070</a> )	

*\*These are the dates you will be billed for and responsible for paying. Should you decide to end on a different date, contact the Permit Center 30 days prior to your last date of operation or you will be required to pay the full fee for the dates you have listed above. An extension of dates may be requested in writing to the Permit Center; we will review the request and issue a new permit if approved.*

### Required Submittals

Copies of Insurance Coverage Page, State Business License, State Health Permit (for food vendors), AMCO Permission (for liquor sales), CCFR Open Flame permit (for vendors using non-electric heat sources), and approval by CBJ Finance Department are required before a permit will be issued.

### Street and Sidewalk Vending Information ([CBJ 62.10.070](#))

Carts need to be at least 3 feet from all fire hydrants and access to hydrants cannot be blocked. Carts may not exceed what is allowed by [CBJ 62.10.070](#) – Attach photos or diagrams. Nonrefundable application fee of \$50 due at submittal.

### Sidewalk Café for Existing Restaurants

Tables, chairs, and other items must be removed from the sidewalk each evening at the close of business. Four (4) feet of sidewalk space must be preserved for sidewalk traffic, in order to provide safe pedestrian passage. No smoking signage must be present. Site plan and nonrefundable application fee of \$50 due at submittal.

### Right-of-Way Lease Permit ([CBJ 53.09.350](#))

Tables, chairs, and other items may remain overnight if secured, but must be removed at the end of the lease period with no permanent improvements or impacts to the ROW. Site plan and nonrefundable application fee of \$250 due at submittal.

**Panhandling and Commercial Off-site Solicitation.** Restrictions apply as stated in [CBJ 42.20.200](#) and [CBJ 42.20.210](#)

**Indemnification.** The licensee agrees to defend, indemnify, and hold harmless CBJ, its employees, volunteers, consultants, and insurers, with respect to any action, claim, or lawsuit arising out of or related to the licensee's use of the street, sidewalk, or right-of-way, without limitation as to the amount of fees, and without limitation as to any damages, cost or expense resulting from settlement, judgement, or verdict, and includes the award of any attorneys' fees even if in excess of Alaska Civil Rule 82. This indemnification agreement applies to the fullest extent permitted by law and is in full force and effect whenever and wherever any action, claim, or lawsuit is initiated, filed, or otherwise brought against CBJ relating to this Street and Sidewalk Vendor License. The obligations of the licensee arise immediately upon actual or constructive notice of any action, claim, or lawsuit. CBJ shall notify the licensee in a timely manner of the need for indemnification, but such notice is not a condition precedent to the licensee's obligations and is waived where the licensee has actual notice.

**Insurance Requirements.** The licensee agrees to maintain insurance as follows at all times while this Street and Sidewalk Vendor License is in effect, including during any periods of renewal.

The licensee must obtain at least \$1,000,000.00 of public liability insurance naming the City and Borough of Juneau as an additional insured.

**Agreement.** By signing below, I signify that I agree to the indemnification clause and insurance requirements of the City and Borough of Juneau as listed in this application.

**Signature of Licensee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For CBJ Permit Center Use Only**

- |   |  |
|---|--|
| <input type="checkbox"/> Date Received _____                        | <input type="checkbox"/> Permit Dates Approved _____ |
| <input type="checkbox"/> CBJ Finance Department Approval (Attached) | <input type="checkbox"/> CCFR Fire Permit Approval   |
| <input type="checkbox"/> Insurance Coverage (Attached)              | <input type="checkbox"/> DEC Health Permit           |
| <input type="checkbox"/> State Business License                     | <input type="checkbox"/> AMCO Approval               |
| <input type="checkbox"/> Location Approved _____                    | <input type="checkbox"/> Date Approved _____         |
| <input type="checkbox"/> Fee Paid \$ _____                          |  |