



**LICENSE APPLICATION  
NEWSSTAND, VENDOR, ETC.**

Follow instructions listed on the Instruction Sheet.

LICENSE ISSUANCE UNIT  
Municipal Services Building, Concourse Level  
1401 John F. Kennedy Boulevard  
PHILADELPHIA, PA 19102

USE A SINGLE CHECK, OR MONEY ORDER FOR ALL FEES PAYABLE TO "CITY OF PHILADELPHIA"

1. NAME OF OWNER	2. BUSINESS NAME
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3. NEWSSTAND (GIVE LOCATION)

4. DAYTIME TELEPHONE NUMBER	EVENING TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
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5. BILLING ADDRESS (INCLUDE CITY, STATE, ZIP CODE) CITY STATE ZIP CODE

6. PHILA. BUSINESS TAX NO.	7. PHILA. BUSINESS PRIV. LICENSE NO.	8. LICENSEE FEDERAL OR SOCIAL SECURITY NO.	9. DATE ACTIVITY STARTED MONTH / DAY / YEAR
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10. DESCRIPTION OF ACTIVITY/BUSINESS (KIND OF GOODS TO BE SOLD)

11. DESCRIPTION OF VEHICLE/STAND, ETC.

12. DESCRIPTION OF APPLICANT (ALSO ATTACH TWO RECENT PHOTOGRAPHS)

14. LICENSE TYPE	FEE	REVENUE CODE	EXPIRATION DATE	LICENSE NUMBER
<input type="checkbox"/> FOOD ESTABLISHMENT (RETAIL, NON-PERM.)	\$150.00	3112	4/30/	
<input type="checkbox"/> NEWSSTAND LICENSE	\$250.00	3414	3/31/	
<input type="checkbox"/> SIDEWALK SALES * (_____ LIC. @ \$300.00 EACH)	\$0.00	3281	12/31/	
<input type="checkbox"/> VENDOR, FOOT * (_____ LIC. @ \$150.00 EACH)	\$0.00	3278	12/31/	
<input type="checkbox"/> VENDOR, MOTOR VEHICLE * (_____ LIC. @ \$300.00 EACH)	\$0.00	3279	12/31/	
<input type="checkbox"/> VENDOR, PUSH CART * (_____ LIC. @ \$300.00 EACH)	\$0.00	3280	12/31/	
<input type="checkbox"/> WEIGHING AND MEASURING DEVICE *(_____ SCALES 0-50 LBS.) @ \$25.00 EACH)	\$0.00	3822	9/30/	
<input type="checkbox"/>				

TOTAL FEES ..... \$ \_\_\_\_\_

CHECK IF HEALTH APPROVAL IS ATTACHED  CHECK IF PHOTOGRAPHS ATTACHED

15. OWNER, CORPORATION AND PARTNERSHIP (LIST THREE PRINCIPALS OR PARTNERS)

NAME OF PRINCIPAL OR PARTNER	TITLE	HOME ADDRESS (INCLUDE CITY, STATE, ZIP CODE)

PLEASE BE SURE TO READ OTHER SIDE AND COMPLETE WHERE NECESSARY

**16. APPLICANT CERTIFICATION**

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

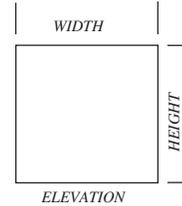
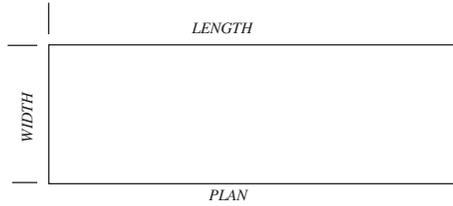
**12. OWNER, PARTNERSHIP OR CORPORATION**

EXISTING NEWSSTAND       NEW NEWSSTAND

Newsstand shall not exceed 4 ft. wide x 8 ft. in length and 8 ft. in height; must be located not less than eighteen inches inside the curb line; must be clear of the full width of the sidewalk on the intersecting street and in no case extend past the point of curve of the radius corner.

INDICATE DIMENSIONS

SQUARE FEET: \_\_\_\_\_  
(LENGTH x WIDTH)



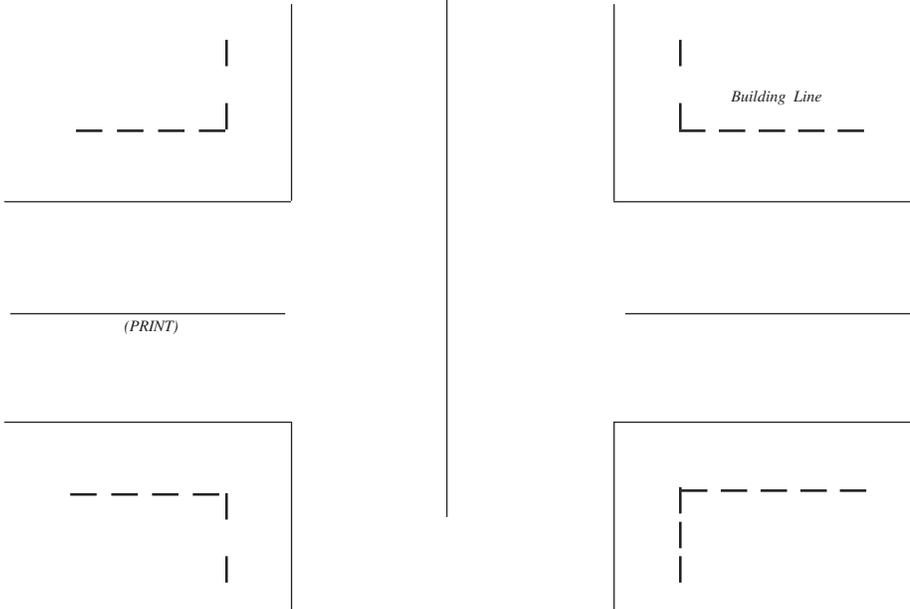
STAND LOCATION

SHOW THE FOLLOWING:  
1. LOCATION OF STAND

2. DISTANCE FROM BUILDING LINE TO CURB LINE

3. FIRE HYDRANT, STREET POLES, TRANSIT SHELTERS, STREET NAME POLES, OR ANY OTHER OBSTRUCTION

STREET NAME \_\_\_\_\_ (PRINT)



Building Line

NOTE:

NEWSSTAND LICENSE PERMITS ONLY SALE OF:

- 1. NEWSPAPERS
- 2. PERIODICALS
- 3. PAPERBOUND BOOKS
- 4. STATE LOTTERY TICKETS
- 5. WRAPPED CANDY
- 6. TOBACCO PRODUCTS
- 7. MAGAZINES

THE SALE OF ANY OTHER ITEM(S) MAY RESULT IN THE IMMEDIATE REVOCATION OF LICENSES.



NORTH

The Licensee hereby agrees to operate Newsstand in accordance with the Philadelphia Code and the \_\_\_\_\_ REGULATIONS adopted thereunder. \_\_\_\_\_ LICENSEE SIGNATURE

**PREREQUISITES (LIST THOSE CHECKED DURING PROCESSING)**

REMARKS:

STREET CODE \_\_\_\_\_

APPROVED

REFUSED

REVIEWED BY _____	NUMBER _____
DATE _____	AUDIT _____

STREETS \_\_\_\_\_

OFFICE USE ONLY

**For further information on the application process, call (215) 686-2463. For information on other City services, dial 311.**

### **Newsstand/Vendor License Application**

Most questions on this form are self-explanatory. The questions that need explanation are discussed below. The numbers match the numbered questions on the form.

#### **HOW TO COMPLETE THIS FORM**

**1. NAME OF OWNER**—Fill in the name of the person, corporation or partnership to whom the license should be issued. Full names must be used. Initials and a last name cannot be accepted.

**3. NEWSSTAND**—Application must be completed in triplicate. Give address at building where stand is located, if possible. If not possible, give approximate address.

**4. CONTACT INFORMATION**—Fill in the day, evening, cell and fax telephone number along with the e-mail address. **TELEPHONE NUMBERS MUST BE FILLED IN OR THE APPLICATION CANNOT BE PROCESSED.**

**6. PHILA. BUSINESS TAX ACCOUNT NUMBER**—This is a number assigned by the Philadelphia Revenue Department to identify tax accounts. If you have other licenses from the City the one tax number serves for all. If you have never had a number assigned, please fill out the enclosed Revenue Dept. **Application for Philadelphia Business Tax Account Number** (83-T-5). Any tax account previously opened for you which is unsettled or delinquent, will cause delay and may preclude the issuance of new licenses.

**7. PHILA. BUSINESS PRIVILEGE LICENSE NUMBER**—Fill in the license number if you already have one, if not refer to next page (E).

**8. LICENSE FEDERAL TAX IDENTIFICATION NUMBER**—Fill in your federal tax number. For individuals it is the same as your Social Security Number. For other taxable or tax exempt entities, it is a number assigned by the Internal Revenue Service (IRS) for reporting purposes. **YOUR FEDERAL TAX IDENTIFICATION NUMBER MUST BE FILLED IN OR THE APPLICATION CANNOT BE PROCESSED.**

**11. DESCRIPTION OF STAND/VEHICLE**—Where cart, stand, etc. will be used, fill in dimensions (Any stand or combination thereof must not exceed four (4) feet in width, eight (8) feet in length, and eight (8) feet in height and must be mounted on at least two (2) wheels which have a diameter of not less than eight (8) inches). If vehicle will be used, give a description of it along with vehicle registration, serial, and license number.

**12. DESCRIPTION OF APPLICANT**—A brief physical description of applicant along with two recent photographs (taken within the last two years) are required for the following licenses: Sidewalk Sales, Vendor (foot), Vendor (motor vehicle) and Vendor (pushcart). Photographs should be not less than two (2) inches square, nor more than three (3) inches square.

**14. LICENSE TYPE**—Place an "x" in the box in front of the name of each license applied for. **APPLICATION WHICH INCLUDES FOOD HANDLING WILL NOT BE PROCESSED WITHOUT HEALTH DISTRICT APPROVAL.**

#### **A) Food Establishment, Retail Non-Permanent Location (NPL)—(3112)**

Required of any person operating a retail NPL food establishment.

- 1) Contact one of the Health Districts listed below for further information and instruction regarding Health approval requirement prior to submitting application. **LICENSE CANNOT BE ISSUED WITHOUT HEALTH DISTRICT APPROVAL.**
- 2) If business is operated from a motor vehicle, give tag number, and year and make of vehicle.
- 3) If business is operated from stand, cart, etc., give description.
- 4) If business is a newsstand, a food license is required, but only wrapped candy can be sold.

**Call the Health Department at 685-7495 to make an appointment for inspections of the vending carts.**

#### **B) Newsstand License—(3414)**

Required of anyone placing or maintaining a stand or other sales device on the sidewalk for the display and sale of newspaper, magazines, periodicals, paper bound books, tobacco products, wrapped candy and State Lottery tickets. Not applicable for unattended self-service "honor boxes" occupying not more than three feet of sidewalk space. Application will be forwarded to Streets Department for approvals prior to processing. Complete the application in triplicate. Please do not pay fee until notified that your application has been approved.

- 1) A separate application must be filed for each newsstand.
- 2) License is not transferrable. If new owner of an existing location, please forward **notarized Bill of Sale.**
- 3) Complete sketch on page 2 of application showing dimensions of newsstand, its location in relation to the curb line and the building line, and its position in the block.
  - a. Newsstand shall not exceed 4 feet wide x 8 feet in length and 8 feet in height; must be located not less than eighteen inches inside the curb line; must be clear of the full width of the sidewalk on the intersecting street and in no case extend past the point of curve of the radius corner.
- 4) Streets Department approval required prior to issuance of initial license. Thereafter, the license will be renewed annually without submission of an application.
- 5) Site inspection is required prior to issuing license. After approval is received from Streets Department, the site will be inspected for compliance with regulations.
- 6) Each applicant shall post a bond in the amount of \$1,500.00 and in a form satisfactory to the City Solicitor, to indemnify the City for the cost of removal or relocation of the newsstand and all incidental costs.

**NOTE:** Newsstands that are not in use for the sale of newspapers for a period of twenty days (20) or newsstand that are not maintained in accordance with these regulations shall be presumed abandoned and will be removed by the Department of Streets. The licenses for such newsstands shall be revoked. Upon payment of removal costs, the owner of any such newsstand may redeem the same.

#### **Prohibitions**

- 6) Not more than one newsstand may be licensed on any corner; b) two newsstands at any intersection; two newsstands on one side of one block.
- 7) Newsstands and honor boxes shall not be placed on the sidewalk of any street so as to reduce the footway space to less than six feet or as determined by Streets Department in accordance with established regulations.
- 8) Attachments, racks, benches, boxes or similar items may not be externally attached to or adjacent to newsstands.
- 9) Honor boxes must be constructed or fastened so as to prevent them from falling over or being moved from their location, and are to be constructed as to prevent their contents from being scattered or carried by the elements onto any street, sidewalk or other public place or private premises.
- 10) No commercial advertising, exclusive of the name of a newspaper or publication sold or in connection with contents of such newspaper or publications, will be permitted on newsstands and honor boxes.
- 11) Newsstand operators shall not permit the area surrounding their newsstands to become littered as a result of the operation of the stands.

#### **C) Sidewalk Sales License—(3281)**

Required for anyone who exhibits, displays, offers for sale or sells any goods, wares or merchandise from any stand while on the sidewalks of the City of Philadelphia. A license is required for any period from one (1) day to one (1) year. The following must be sent along with application:

- 1) A physical description of applicant, proof of identity and address, together with two recent photographs of applicant, not less than two (2) inches square, nor more than three (3) inches square.
- 2) Brief description of what is to be sold.
- 3) Description of stand, etc.
- 5) Health certificate **Issued by the Health Department at above telephone number** if sales include food or drink.

#### **D) Vendor (Foot, Motor Vehicle, License—(3278), (3279), (3280)**

Required of anyone offering goods for sale from a wagon, vehicle or conveyance, or the taking of orders, and as a separate transaction, making deliveries to purchasers. A license is required for any period from one (1) day to one (1) year. The following is required along with application:

- 1) A physical description of the applicant, proof of identity and address, together with two (2) photographs, not less than two (2) inches square, nor more than three (3) inches square.
- 2) A brief description of what is to be sold and whether produced, grown, made, manufactured or assembled by the applicant.
- 3) If employed by another the name and address of person, firm organization, etc.
- 4) If motor vehicle is to be used, a description (year & make) of it together with motor vehicle registration number and license number. If leased, a copy of leasing agreement.
- 5) Health approval of your conveyance **Issued by one of the above Health Districts** required where applicant/vendor or his employee or attendant proposes to sell any food or drink. Frozen dessert machine requires two (2) certificates, one for freezer machine and one for conveyance.

**E) Philadelphia Business Privilege License (3702) --** Required for every person desiring to engage in business within the City of Philadelphia whether or not such person maintains a place of business in the City. This is a one-time fee license (\$300.00) and can be used for all your business ventures if using the same entity name and tax account number. Fill in the license number if you already have one. If you do not already have this license, you can apply by filling out form 81-685A, which can be downloaded from the web [www.phila.gov/li/faq/forms.html](http://www.phila.gov/li/faq/forms.html). You then can send a check or money order made payable to the City of Philadelphia to the return address on the form. You also have the option to pay by credit card at the web site [www.phila.gov/revenue](http://www.phila.gov/revenue) and first applying for the business tax account number and if successful on the first attempt you will be prompted to pay for the Business Privilege License. The option to apply for the Business Privilege License with credit card is only available on revenue's site.

- 1) Philadelphia Business Tax Number. If you have never had a number assigned, go to [www.phila.gov/revenue](http://www.phila.gov/revenue) and first apply for one.

#### **G) Weighing & Measuring Device (Scale) License—(3822)**

Required for all persons engaged in the business of operating or maintaining a weighing device for commercial purposes.

- 1) State number of devices to be used. Each scale must be licensed. Fee for scales 0—50 pounds is \$25 each.  
THE FEE listed covers the licensing for one unit each. If more than one of the designated items selected will be used, such as scales, you must multiply the total number of units by the fee to get a total license fee for scales. For example, if two (2) scales will be used, the fee is \$50.00 (2 x \$25.00=\$50.00) for weighing & measuring device license. The EXPIRATION DATE and LICENSE NUMBER will be completed by License Issuance. To arrive at TOTAL FEES, add up the fees for all of the licenses being applied for today and enter total. Example: A motor vehicle vendor, at a non-permanent location requires a) retail non-permanent food license \$150.00; b) motor vehicle vendor license \$300; d) a Business Privilege License \$300; (if he has none), for a total fee of \$750.00. **Please do not mail cash. Cash payments cannot be accepted.** If Health certificate and photographs are attached, place an "X" in box. No food license will be processed without the required health certificate.

**15) OWNER, CORPORATION AND PARTNERSHIP—**Corporate applicants must identify the president, secretary and treasurer. Complete with the name, title, and home address. If one individual serves as multiple or sole officer, so state. If partnership, include social security number of each partner.

**17) NEWSSTAND—**Complete diagram showing dimensions.