



Planning and  
Development Services  
Department

Development Review  
Services Division

# PUSHCART VENDING

## List of Required Submittals

### Completed applications include:

- ☐ Completed application form
  - Pictures of pushcart
  - Dimensional drawing of pushcart
- ☐ Application fee of \$170 for new applications or a renewal fee of \$85
- ☐ Copy of City Business Tax Receipt
- ☐ Copy of State License for each pushcart from either:
  - Department of Agriculture and Consumer Services Division of Food Safety; or
  - Department of Business and Professional Regulation Division of Hotels and Restaurants
- ☐ Copy of current insurance certificate demonstrating proof of Commercial General Liability with a minimum limit of \$500,000 per occurrence for bodily injury and property damage (on ACORD form 25 or equivalent).
  - **Operating on Public Right-of-Way:**  
If downtown on public property, the City of St. Petersburg is required to be listed as "additionally insured with respect to general liability."
  - **Operating on Private Property:**  
Provide written and signed permission from the property owner for the pushcart site
- ☐ Workers' compensation and employers' liability as required by the State.



Completeness review by city staff: \_\_\_\_\_

## Selecting a Vending Location

**It is the applicant's responsibility** to select a pushcart vending location based on the requirements in code section 16.50.450. For the current map of reserved (unavailable) locations, email [Devrev@stpete.org](mailto:Devrev@stpete.org) or visit the Zoning Counter.

## Supplemental Information

Annual Permits are valid October 1 – September 30 each year.

Renewals for existing Pushcart Vending locations must be completed by September 30 of each year or the location becomes available on October 1.

Visit [www.stpete.org/ldr](http://www.stpete.org/ldr) for the City of St. Petersburg's most current pushcart regulations under [16.50.450 - VENDING, PUSHCARTS](#).

City of St. Petersburg  
P.O. Box 2842  
St. Petersburg, FL 33713  
727-893-7471  
[devrev@stpete.org](mailto:devrev@stpete.org)

Image source:  
<http://www.allstarcarts.com>

Update 04-24-19



# PUSHCART VENDING APPLICATION

All applications are to be filled out completely and correctly. The application shall be submitted IN PERSON to the City of St. Petersburg's Zoning Counter, located on the 1<sup>st</sup> floor of the Municipal Services Building, One 4th Street N.

I. GENERAL INFORMATION		
<b>Pushcart Business Name:</b>		
Applicant Name:		
Mailing Address:		
City, State, Zip:		
Telephone No.:		
Email Address:		
State License #:		
II. AREA OF OPERATION		
<p>The pushcart location cannot be changed <b>at all</b> from the approved location without express consent from the City. Relocation to a new location requires a formal transfer request.</p> <p>Please check one:   <input type="checkbox"/> Private Property   <input type="checkbox"/> Public Property</p> <p><b>Describe the pushcart location as (NE, SE, SW, or NW corner; of which intersection; facing which direction):</b></p> <p>_____</p>		
III. FEE SCHEDULE		
<p>New Pushcart (up to 2 locations on public right of way): \$170.00</p> <p>Renewal of Existing Pushcart License: \$85.00</p> <p><i>Cash, credit, and checks made payable to the "City of St. Petersburg."</i></p>		
IV. AUTHORIZATION		
<p>By signing this application, the applicant affirms that all information contained within this application packet has been read and that the information on this application is accurate. The applicant certifies that he/she has read City Code Section 16.50.450 regulating the operation of pushcart vending and understand that issuance of an annual pushcart vending permit does not exempt the holder from complying with all requirements of the City Code. Filing an application does not guarantee approval.</p> <p><b>NOTES: It is incumbent upon the applicant to submit correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your approval.</b></p> <p>Signature of Applicant: _____ Date: _____</p>		
STAFF USE ONLY		
<u>Pre-Approval Stamp</u>	<u>Staff-Assigned Address</u>	<u>Final Approval Stamp</u>

# PUSHCART VENDING APPLICATION

## V. LOCATION DETAIL

If operating on the public sidewalk, each pushcart may be permitted for up to two locations. If you have more than one location, please submit a separate copy of this page for each pushcart location. If you are located on private property, only one location is permitted.

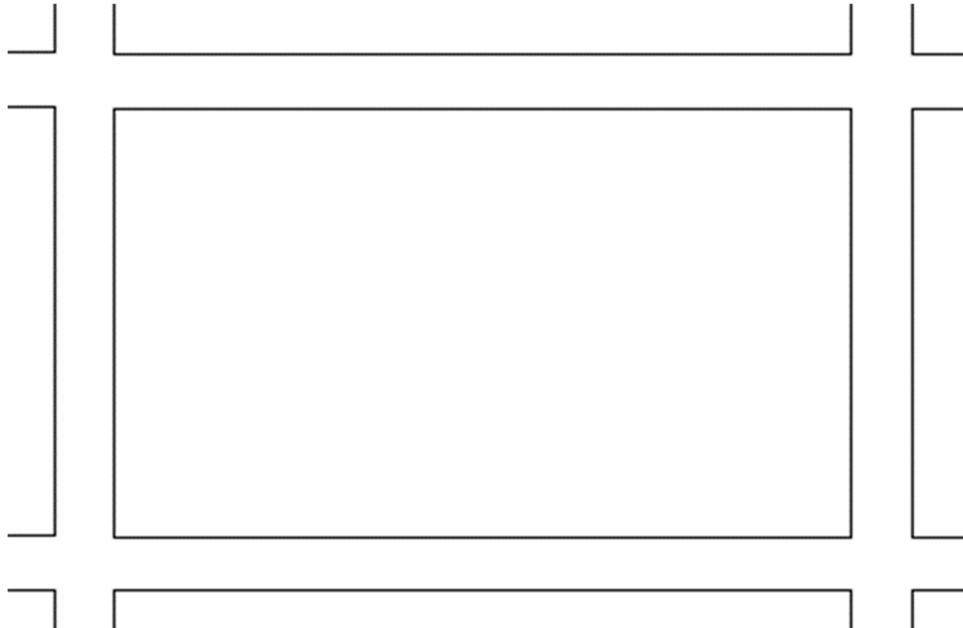
**1. Complete the chart below with accurate dimensions for your pushcart site.**

It is your responsibility to take accurate measurements. These numbers are subject to staff field verification and are enforced by the City's Codes Compliance Department and Police Department.

	Minimum Requirement	Your Pushcart Site
Distance from closest eating establishment	100 feet	
Distance from all other pushcarts	100 feet	
Distance from pushcart to the back of curb	18 inches	
Distance from crosswalks or fire hydrants	5 feet	
Pedestrian walkway width provided	6 feet	

**2. Complete the diagram below with the following information:**

- Label streets on all four sides of the block.
- Draw a star to show your pushcart location.
- Draw a square to show the building closest to the pushcart, with the address.



# PUSHCART VENDING APPLICATION

## VI. PUSHCART DETAIL

### Pushcart Design

A pushcart shall be designed for retail sales and mounted on at least two wheels that have a diameter of not less than eight inches. A pushcart shall be no larger than 5½ feet in width, 10 feet in length and 8 feet in overall height; shall not be propelled by an internal combustion engine, electric motor or other similar mechanical device; and when fully loaded with merchandise, shall be movable by one person. Any canopy or umbrella shall not overhang the pushcart by more than two feet. Pushcarts may include a cooking apparatus or grill top for the heating of pre-cooked foods only, in accordance with this section and state regulations. Pushcarts shall have no features which would be a nuisance or hazardous to public safety.

### **Please include the following details about your pushcart:**

- ☐ Attach pictures of each side of the pushcart (not required to be on photo paper)
- ☐ Line drawing with all dimensions identified, attached or drawn here:

### Accessory Equipment – Signs, Coolers, and Storage Bins

The permitted pushcart vending location shall not exceed five and one-half feet in width and ten feet in length. Accessory equipment, such as coolers and storage crates, shall be located within the permitted area and shall be kept in a neat and orderly fashion.

*Please note: A-frame signs and all other signage must fit within the permitted pushcart vending location of not more than five and one-half feet in width by ten feet in length.*

# PUSHCART VENDING APPLICATION

## VII. SALES

### Product Sales

Complete the following section about the types of products you propose to sell from your pushcart. Please check all that apply:

- |                                     |                                     |                                      |                                  |
|-------------------------------------|-------------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Hot dogs   | <input type="checkbox"/> Vegetables | <input type="checkbox"/> Ice Cream   | <input type="checkbox"/> Coffee  |
| <input type="checkbox"/> Hamburgers | <input type="checkbox"/> Fruits     | <input type="checkbox"/> Shaved Ice  | <input type="checkbox"/> Flowers |
| <input type="checkbox"/> Sandwiches | <input type="checkbox"/> Chips      | <input type="checkbox"/> Cold Drinks | <input type="checkbox"/> Plants  |

Specify any additional items to be sold:

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## VIII. OPERATIONS

### Allowable Hours of Operation

Public Property: 7:00 a.m. to 1:00 a.m.

Private Property: During the business hours of the adjacent business

Proposed Hours of Operation: \_\_\_\_\_

### Scope of Permit During Special Events and City Co-Sponsored Events

Some pushcart vending permits are invalid during Special Events and City Co-Sponsored Events such as parades and festivals. You will be notified in advance via email if pushcarts are prohibited from operation during a specific event, so be sure to include a valid email address on Page 2 of this application and check your email frequently for notifications. The Police Department enforces vending during events.

- *Special events.* Permits issued for locations on the right-of-way pursuant to this section shall not be valid during any event declared to be a special event by a resolution adopted by the City Council. The resolution shall delineate the boundaries within which the special event declaration is to be effective.
- *Co-sponsored events.* Permits issued for locations on the right-of-way within 200 feet of any boundary of an outdoor event co-sponsored by the City under its co-sponsorship procedures shall not be valid during the time of the co-sponsored event. The POD may decrease this distance or increase the distance up to 500 feet based on the actual or estimated number of persons attending the event or the need to have unobstructed pedestrian access.





**st.petersburg**  
[www.stpete.org](http://www.stpete.org)

## **PUSHCART VENDING IN DOWNTOWN ST PETERSBURG**

The POD is authorized to issue permits for pushcart sales on rights-of-way lying between Bayshore Drive and 8th Street, and between 5th Avenue North and 5th Avenue South, including both sides of the rights-of-way of the boundary streets.

\*\*\*DO NOT SELECT A LOCATION WITHOUT FIRST REFERENCING THE MAP OF RESERVED LOCATIONS\*\*\*

Email [DevRev@stpete.org](mailto:DevRev@stpete.org) or call 727-893-7471 to request the most current map of reserved pushcart vending locations.

