

City of Derby, Connecticut

One Elizabeth Street - 06418



Marc J. Garofalo, MPA, CCTC
Town / City Clerk

requests@derbyct.gov

Telephone (203) 736-1462 Ext. 2
Fax (203) 736-1479

Instructions for Obtaining a Vendors License

DAY LICENSE - SUBMIT TO DERBY POLICE DEPARTMENT

Please submit the following to the Derby Police Department, 125 Water Street, Derby, CT for each applicant:

1. Completed Application Form
 2. Check for \$25.00 made payable to the City of Derby
 3. Copy of liability insurance certificate naming City of Derby as Additional Insured
 4. If Food Vendor - Copy of food service license from the Naugatuck Valley Health District (<http://nvhd.org> or call 203.881.3255)
 5. Copy of Current Government Issued Photographic Identification of the applicant
- If approved, the Day Permit will be issued by the Derby Police Department

ANNUAL LICENSE - SUBMIT TO TOWN/CITY CLERK'S OFFICE

Please submit the following to the Town/City Clerk's Office, 1 Elizabeth Street, Derby, CT for each applicant:

1. Completed Application Form
2. Non-Refundable Application Fee Check for \$15.00 made payable to the City of Derby
3. Copy of liability insurance certificate naming City of Derby as Additional Insured
4. If Food Vendor - Copy of food service license from the Naugatuck Valley Health District (<http://nvhd.org> or call 203.881.3255)
5. Copy of Current Government Issued Photographic Identification of the applicant
6. Letter from property owner (if vending is to be held on private property) or letter of request to the City of Derby (if vending is to be held on City of Derby property)

Application will be forwarded to the Derby Police Department for background check.

If approved by the Chief of Police, the application will be forwarded to the Community Relations Committee of the Board of Aldermen/Alderwomen for review and recommendation.

If the Community Relations Committee of the Board of Aldermen/Alderwomen gives a positive recommendation, then the application will be forwarded to the full Board of Aldermen/Alderwomen for approval.

If the Board of Aldermen/Alderwomen approve the application, the Vendor permit will be issued by the Office of the Town/City Clerk upon payment of the \$200.00 Vendor Permit Fee made payable to the City of Derby.



City of Derby
Application for Vendor License

Type: **Annual License** \$200.00 **One Day Permit** \$25.00 **Special Event**

Submit to: Town/City Clerk Police Department Cultural Commission

Vending Date: _____ Event: _____

Veteran: _____ Date of Submission: _____

Applicant Name _____ Business Name _____

Address of Business _____ City _____ State _____ Zip Code _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Email: _____ Type of Stand/Cart: _____

Merchandise to be sold: _____

Location Requested: _____
If location is on private property, a letter granting permission from the property owner must accompany this application.

Type of Insurance: _____ Policy # _____

Insurance Carrier Name: _____ Address: _____

Insurance Agent: _____ Telephone: _____

Date Approved by Committee: _____ Date Approved by Board of Aldermen: _____

Date Approved by Chief of Police: _____ Date Approved by Cultural Commission: _____

Date Permit issued by Chief of Police: _____ Date Permit Issued by Town / Clerk: _____

Permit Number _____