

Street and Sidewalk Food Vendor Permit Policies

Permitting Timeline

- December 1st – New food vendor permits go into effect.

General Procedures

1. There will be three (3) designated shifts per day:
 - a. Breakfast Shift—Beginning at 4:30 a.m. and ending at 9:59 a.m.
 - b. Lunch Shift—Beginning at 10:00 a.m. and ending at 2:29 p.m.
 - c. Dinner Shift—Beginning at 2:30 p.m. and ending at 9:00 p.m.
2. A vendor may only be assigned to one space per shift.
3. A vendor may have a maximum of three shifts.
4. Locations and shifts will be assigned as the City deems appropriate but efforts will be made to accommodate vendor preferences.
5. After the initial assignments, an existing vendor desiring to relocate to a vacant designated vending location or shift may apply to do so. Such relocations will be permitted on a first-come-first-served basis, (subject to a one hundred dollar (\$100.00) administrative processing fee.)
6. All vendors spaces and shifts are subject to relocation and adjustment if construction, special events, or other City business so requires.
7. Food vending in the City right of way is limited to between the hours of 4:30 a.m. and 9:00 p.m. – vendors must vacate their designated space outside of this time period.
8. If a vendor does not conduct business in their assigned space for more than 10 consecutive days, it shall serve as valid grounds to revoke the permit.
9. As a part of normal operations, the Fire Department may conduct courtesy inspections to ensure that safety regulations are being followed.
10. All vendor businesses must be operated and maintained in conformance with all applicable federal, state and local laws and regulations.

Other specific guidelines can be found in the Newport News City Code, Chapter 38, Article X. Street and Sidewalk Vendors

Permit Issuance

1. Permits are valid from December 1st – November 30th of each year.
2. All applicants must submit a fully completed application, along with \$150 per shift for food truck vendors operating from the street and for push cart vendors operating from the sidewalk.
3. Insurance policy requirements are as follows and must be verified by the City Attorney's Office*:
 - a. Issued by an insurance company licensed to do business in the Commonwealth of Virginia in the amount of at least:
 - i. One million dollars (\$1,000,000) for injury to or death of any person or persons in any one incident;
 - ii. One hundred thousand dollars (\$100,000) for property damage in any one incident.

**Policy must include an endorsement naming the City as an additional insured*