

GUIDELINES FOR VENDORS IN ARLINGTON COUNTY

<p>Step 1: Vendor's Permit</p>	<p>To apply for a vendor's permit, visit the Licensing Unit of the Police Department on Wednesday or Thursday promptly at 12:00 pm. The Licensing Unit is located at 1425 Courthouse Road, 1st Floor, Police Department Information Counter. Licensing Unit staff can be reached at 703-228-4258 or psims@arlingtonva.us to address any questions or concerns.</p> <p>Bring the following documents:</p> <ul style="list-style-type: none"> • Complete application that is signed and notarized • Proof of citizenship or Employment Authorization Card • Two passport size photographs (front facing) • If you are selling food, a copy of your Northern Virginia Certified Food Manager Card and food vendor health license <p>A vendor's permit is necessary for each employee of the vendor who conducts sales. Each permit costs \$20.00.</p> <p>Reminder: No cell phones or electronic devices are allowed into the Courthouse Building and the Police Department. Please allow time to pass through security to be assured you will arrive on time.</p> <p>Obtain a health license prior to applying for a vendor's permit. Contact the Environmental Health office at 703-228-7400 to apply for a health license. Use our Checklist to Obtain Your Mobile License to help you when applying.</p>
<p>Step 2: Vendor's Tag</p>	<p>Applicants must then go to the Commissioner of Revenue (COR), at 2100 Clarendon Blvd, Suite 200, Arlington, VA. Before vendors may sell goods or services in Arlington County, registration is required with the COR. The vendor's tag, which is issued by the Commissioner of Revenue, costs \$500 and is issued in the name of the business owner. Contact the Office of The Commissioner of Revenue at 703-228-3060 for further information.</p> <p>Note: Proof of Virginia retail sales tax registration and the retail sales tax number issued, if applicable, shall be shown to the Commissioner of Revenue.</p>
<p>Step 3: Fee Payment</p>	<p>After the COR, applicants must go to the Treasurer's Office to pay the above fees required by the Police Department and the COR. The Treasurer's Office is located in the same building as the COR, in Suite 201 (2100 Clarendon Blvd).</p>
<p>Step 4: Fingerprints</p>	<p>The next step in the vendor process is fingerprinting. This is conducted by the Sheriff's Office, located at 1425 N. Courthouse Road, 9th Floor, Suite 900.</p> <p>The hours of operation for fingerprinting are Monday - Thursday from 1:30 pm - 3:00 pm. Every potential vendor must be fingerprinted by the Sheriff's Office. There is a \$10 fee for this service which must be paid in cash.</p> <p>Reminder: No cell phones or electronic devices are allowed into the Courthouse building and the Sheriff's Office. Please allow extra time to pass through security.</p>
<p>Step 5: Vendor's License</p>	<p>After completing the above steps, applicants should return to the Licensing Unit of the Police Department located at 1425 N. Courthouse Road, 1st Floor. The applicant will be issued a Vendor's License after showing proof of completing the above steps.</p>

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Certificate of Occupancy

- Vending is prohibited in or upon Arlington County public parks and recreational facilities.
- Many public sidewalks are located on private property. **Any vendor wishing to sell on private property** (including on public sidewalks located on private property) **must obtain a Certificate of Occupancy from the Zoning Office** in addition to the foregoing licensing requirements.
- The vendor must show proof that the private property owner has given permission for sales to occur on the property. Staff from the Zoning Office will then determine whether the location in question is zoned for the types of sales proposed.
- Contact the Zoning Office at 703-228-3883 for more information.

Useful Arlington County Code References

- [Chapter 9.2](#) - food and handling code
- [Chapter 30](#) - regulates vendors in Arlington County
- [Chapter 11](#) - regulates business licenses, vendor tags, and other requirements
- [Chapter 14.2](#) - motor vehicle and traffic codes

A copy of these chapters can be reviewed at any Arlington County Public Library or online at: <http://www.arlingtonva.us/departments/CountyBoard/CountyCode/default.aspx>.