



EXHIBIT 1
PALM BEACH COUNTY ROADSIDE VENDOR PROGRAM
CHECKLIST (2025)

PERMITTEE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

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3) Application Fee (New \$100.00 / Renewal \$50.00). Please make checks payable to Palm Beach County Board of County Commissioners.
4) Current copy of Partnership, Corporation and/or Fictitious Name paperwork filed with Secretary of State (if applicable).
5) Original Certificate of Insurance for General Liability Insurance, with agency's signature for \$500,000 minimum, through 01/31/2026. This certificate must show:
a) Exact approved location.
b) Permittee name.
c) PBC specified as additional insured and certificate holder, with address as follows:
Palm Beach County Board of County Commissioners c/o Roadside Vending Program, Traffic Division, 2300 North Jog Road, 3rd Floor, West Palm Beach, FL 33411.
6) Original Performance Bond (\$2,000 minimum; through 01/31/2026). One (1) or other satisfactory security may be used for Two (2) permits issued to same permittee.
7) Receipt showing payment in full for above insurance and bond coverage.
8) Copy of current Florida Annual Resale Certificate for PBC Sales Tax under permittee's name and address (not required for Produce). One (1) sales tax number may be used for two (2) permits issued to the same permittee. Expires each year on December 31st.
9) Local Business Tax Receipt with exact approved location & permittee name (previously called "Occupational License"). Expires each year on September 30th.

At time of permit issuance, you should receive and initial:

- 10) Copy of Violation Point Assignments. Initial
11) Copy of Ordinance Initial
12) Annual Permit Fee (\$250.00 or \$150.00 after 07/01/2026). Please make checks payable to Palm Beach County Board of County Commissioners.



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