



**EXHIBIT 3
PALM BEACH COUNTY ROADSIDE VENDOR PROGRAM
CHECKLIST (2019)**

PERMITTEE: _____

LOCATION: _____

Please take a few minutes to review this checklist **before** you come in to the office to apply for a new or renewal permit. Having all required items with you will help to expedite the application and renewal process.

Failure to have all required documents in hand at the time of your appointment will delay your renewal, and may result in vendors losing their vending locations, and seniority where applicable.

Number each document as listed below in the upper right corner. A few minutes of preparation now will avoid unnecessary delays later.

- ____1) Return 2018 permit & vendor plate (for renewals only).
- ____2) Completed Application for Permit.
- ____3) Application Fee (New \$100.00 / Renewal \$50.00) and Annual Permit Fee (\$250.00 or \$150.00 after 07/01/2019). 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) Valid Hotel & Restaurant Food Service License for permitted year (for Prepared Foods only).
- ____6) **Original** Certificate of Insurance for General Liability Insurance, with agency's signature for **\$500,000** minimum, through 01/31/2020. This certificate must show:
 - a) Exact approved location.
 - b) Permittee name.
 - c) PBC specified as additional insured and certificate holder, with address as follows:
Board of County Commissioners c/o Roadside Vending Program, Traffic Division, 2300 North Jog Road, 3rd Floor, West Palm Beach, FL 33411.
- ____7) Original Performance Bond (**\$2,000** minimum; **through 01/31/2020**). One (1) or other satisfactory security may be used for Two (2) permits issued to same permittee.
- ____8) **Receipt showing payment in full** for above insurance and bond coverage.
- ____9) 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.
- ____10) 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:

- ____11) Copy of Violation Point Assignments. _____
Initial
- ____12) Copy of Ordinance _____
Initial