

Tax and License Division

WAYS TO DO OUTSIDE VENDING IN TEMPE

Public property vending is prohibited except where a Kiosk Permit has been issued. Private property vending requires a Use Permit.

1. Special Event Vending i.e., Oktoberfest, July 4, New Year's Eve Block Party (within the event perimeters):

- Vendor must contact and get written permission of the event promoter.
- Special Event Privilege (sales) tax license is required; fee \$30.00.
- **OUTSIDE** event perimeters requires a Use Permit and must be on private property.

2. Private Property Vending (outdoors - other than special events):

- Property must currently be zoned for retail activity.
- Use Permit required from Development Services, 480-350-8331.
- Use Permit application process takes 4 to 6 weeks.
- Building Safety inspection approval 480-350-8341, if necessary.
- Privilege (sales) tax license is required 480-350-2955.

3. Downtown Tempe Arts and Craft Festival Vending:

- Permission from Downtown Tempe Community Inc., 480-921-2300.
- No Privilege (sales) tax license is required.

4. Kiosk Vending on City property:

- Application fee is \$100 (non-refundable), annual vendor permit fee is \$500.
- Kiosk Vendor Permit required.
- A Privilege (sales) tax license is required, 480-350-2955.
- Tax & License application processing takes 3 to 4 weeks.
- An encroachment permit is issued to the landlord.

5. Town Lake Vending

- Vendor must contact and get permission of Rio Salado Town Lake staff at 480-350-8096.
- Privilege (sales) tax license is required, 480-350-2955.

6. Vending on ASU:

- Vendor must contact and get permission of ASU.
- Privilege (sales) tax license is required, 480-350-2955.

7. Local Businesses wanting to do outside sales/displays:

Any established business in the downtown area who wishes to do outside vending anytime during the year may do so by way of Sidewalk Sales/Displays.

- Requests are reviewed and approved by Larry Shobe (Engineering), 480-350-8417.

8. Boutiques

- Privilege (sales) tax license is required, 480-350-2955.
- Use Permit required from Development Services, 480-350-8331.

9. Christmas Tree Lots

- Privilege (sales) tax license is required, 480-350-2955.
- Use Permit required from Development Services, 480-350-8331.

10. Pumpkin Patch Lots

- Privilege (sales) tax license is required 480-350-2955.
- Use Permit required from Development Services, 480-350-8331.

Please contact Kay Savard 480-350-8650 if you have any questions regarding this information.