



Application for Vendor Permit

Please remit to Cathie Gilbert at
cgilbert@lafayettela.gov

Questions: 291-8454

1. Doing Business As: _____
2. Owner(s) name(s): _____
3. If the applicant is a corporation, partnership, limited liability company, firm or other legal entity of any type other than a natural person, please list on a separate sheet, the full names and addresses of all officers, partners, members, principals and/or registered agents. If applying for a Pushcart Permit, list the full name, address, telephone number and tax identification number of all assistants, associates or employees employed by the applicant pursuant to Section 78-431 of the attached ordinance.
4. Location of business: _____
5. Mailing address: _____

Street or Post Office Box

City
State
Zip
6. Permit Classification: _____
7. Operational days / hours: _____
8. Telephone numbers: Business (____) _____ Home (____) _____

The applicant must notify the permitting authority of any changes to the information provided in this application within 10 business days.

9. Certificate of Occupancy number: _____
10. Permit Fee \$ _____

This application is being used for the initial 30 day opening of parklet applications. Subsequent applications may be reformatted.

Outdoor Dining/Parklet Additional Questions

Tax ID #	
Desired location of parklet (please describe and include meter number if applicable):	
Proposed hours of operation:	

Required Attachments

Before any permit shall be issued, the application must be accompanied the following. Please check or indicated N/A in each of the boxes.

	A certified copy of the certificate of incorporation issued by the Louisiana Secretary of State if the applicant is incorporated under the laws of the state of Louisiana.
	A certified copy of the certificate of organization issued by the Louisiana Secretary of State if the applicant is a limited liability company organized under the laws of the state of Louisiana.
	A certified copy of the certificate of authority issued by the Louisiana Secretary of State if the applicant is a corporation incorporated, or a limited liability company organized, under the laws of a state other than Louisiana.
	A certified copy of the certificate of registry if the applicant is a partnership.
	Certificate(s) showing the applicant is registered with the Louisiana Department of Revenue and local tax collection agencies if applicant is required to so register under Louisiana law.
	If the permitted activity is an outdoor dining area or outdoor merchandise display area, a certificate of occupancy issued by the planning administrator for the building from which it will be operated.
	If the permitted activity is an outdoor dining area, a copy of the restaurant’s alcoholic beverage license(s), if any.
	If the permitted activity is a pushcart, design drawings and specifications of the pushcart.
	If the permitted activity is an outdoor dining area or outdoor merchandise display area, design drawings and/or photographs, and specifications for all elements of the outdoor dining area or outdoor merchandise display area equipment and the location of such equipment proposed for placement upon the sidewalk. Please indicate sidewalk width and ingress and egress.
	If the permitted activity is a pushcart, a written statement that the applicant, and any assistants, associates or employees who shall be employed by such person, have not been convicted of a felony under the laws of the United States, this state, or another state or country within two years prior to filing said application.

	<p>If the permitted activity is a Parklet, in addition to those specifications listed in 78-407(9), construction drawings and specifications for the platform structure and all fixed elements which must be approved by the Department of Development and Planning and any other applicable departments. Dimensions of the parking space should be clearly shown in the drawings. (The full Commercial Plan Review process will be required once permit location and concept is approved.)</p>
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Insurance Requirements and Information

There shall be no liability on the part of Lafayette City-Parish Consolidated Government or upon any of its officers, agents or employees for any damage sustained by the permit holder from any cause whatsoever.

The following will be required prior to the issuance of an outdoor dining permit. However, the following will not be required prior to the submission of an application:

- Prior to the issuance of a permit, the applicant shall furnish the Designated Permit Manager with a signed and notarized statement that the permit holder shall hold harmless Lafayette City-Parish Consolidated Government, and the officers, agents and employees of same and shall defend and indemnify Lafayette City-Parish Consolidated Government, its officers, agents, contractors and employees, for any claims, including claims brought through or under the permit holder by way of subrogation, for damages to property or injury to persons which may be occasioned by any activity carried on under the terms of the permit. This statement shall be in the form prescribed by the Lafayette City-Parish Attorney.
- Each permit holder shall, at his own expense, maintain in full force and effect a general liability insurance policy covering the permitted activity such coverages as are prescribed by the Risk Management Division of Lafayette City-Parish Consolidated Government.
- The certificate of insurance shall be on file with the Designated Permit Manager and maintained current at all times. In the event that the required insurance coverage is cancelled, materially changed or expires, the permit shall be immediately suspended as of the date of such cancellation, material change or expiration.
- The insurance policy required under this section may be the same insurance policy providing insurance coverage for the restaurant operating an outdoor dining area or Parklet or the retail shop operating an outdoor merchandise display area, so long as the outdoor dining area or outdoor merchandise display area are covered by the insurance policy.

By completion of this application, I agree to follow the requirements set forth in Article VII, 78-401 through 78-435.

Signature	Title	Date
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*When the Downtown Management Committee meets to review your application, they may require additional information to complete this process.