



City of Stamford  
Office of Operations  
Cashiering and Permitting Division  
888 Washington Blvd.  
Stamford, CT 06904-2152

**Re: Procedures for obtaining a Vendor's License**

**Please find enclosed the following information/forms that you will need to obtain a Vendor's License.**

- 1. A copy of the City Charter containing the ordinance that regulates the issuance of license in Stamford. Please read the entire Ordinance prior to filling out the application.**
- 2. Application fees \$200**
- 3. Affidavit - This must be notarized.**
- 4. Hold Harmless Agreement - This must also be notarized.**

**Applicant must submit:**

- 1. Copies of a recent photograph.**
- 2. A copy of State of Connecticut sales and use Tax permit or a copy of a tax exemption permit.**
- 3. A certificate of Insurance naming the City of Stamford, its officers, employees, agents and assigns as the additional named insured. Policy is required for minimum of \$1,000,000 against any and all damage and injury to property or person by reason or, or related to, the licensee's use of public streets, sidewalks or places to vend merchandise.**
- 4. A State Records check is required to obtain the Police Departments approval**

**Each individual must complete the application process and return all completed forms to the Cashiering & Permitting Division and obtain his own license.**

**When all of the forms have been completed and all of the requirements are fulfilled please mail documents and a Money Order payable to The City of Stamford to the address listed below:**

**Attn: Cashiering and Permitting Division  
888 Washington Blvd., 1st Floor  
Stamford, CT 06904-2152**

**A permit will be mailed to you after all forms have been reviewed and approved.**

**If you have any questions regarding permits please call the Supervisor, Cashiering and Permitting: (203) 977-5210.**

**CITY OF STAMFORD**

**APPLICATION FOR 1 YEAR VENDOR'S PERMIT**

Date \_\_\_\_\_

1. Name of Applicant \_\_\_\_\_

2. Home Address \_\_\_\_\_

3. Local Address \_\_\_\_\_

4. Phone # \_\_\_\_\_ (B) \_\_\_\_\_

5. Firm Name \_\_\_\_\_

6. Address of Firm \_\_\_\_\_

7. Products or Merchandise for Sale \_\_\_\_\_

8. Description (of Applicant)      Date of Birth \_\_\_\_\_      Height \_\_\_\_\_

Weight \_\_\_\_\_      Color of Eyes \_\_\_\_\_

Color of Hair \_\_\_\_\_      Scars \_\_\_\_\_

9. Have you ever had a vendors or Solicitors permit revoked? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain where and why  
\_\_\_\_\_

10. Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain where and why :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Do you plan to vend in the Downtown District? Yes \_\_\_\_\_ No \_\_\_\_\_

12. If yes, Downtown Special Services District approval \_\_\_\_\_

I SWEAR UNDER THE PENALTIES OF PERJURY THAT THE ABOVE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

Approved \_\_\_\_\_  
Police Department

\_\_\_\_\_  
Signature of Applicant

Permit No. \_\_\_\_\_ Date issued Date \_\_\_\_\_

**VENDOR FACT SHEET**

**For Applicants for Street Vendor's License**

**NAME:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**DRIVERS LICENSE #** \_\_\_\_\_ **(SEND COPY OF YOUR LICENSE)**

**LIABILITY INSURANCE Policy** \_\_\_\_\_

**SEX:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**WEIGHT:** \_\_\_\_\_

**COLOR OF HAIR:** \_\_\_\_\_

**COLOR OF EYES:** \_\_\_\_\_

**HONORABLE DISCHARGED VETERAN YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**AUTOMOBILE TO BE USED FOR VENDING (SEND PHOTOCOPY OF REGISTRATION)**

**MAKE:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

**TYPE:** \_\_\_\_\_

**PLATE #:** \_\_\_\_\_

**AFFIDAVIT**

I, \_\_\_\_\_ of \_\_\_\_\_  
(Print Full Name) (Address)

\_\_\_\_\_, \_\_\_\_\_, I know the  
(City) (State)

meaning of an oath and I do hereby swear and attest to the truth of my answers to the following:\*

1. Have you ever been convicted of a crime or misdemeanor? \_\_\_\_\_
2. If the answer to question number one is yes, in what state and city were you convicted?

\_\_\_\_\_  
(applicant's Signature)

- False Statements are punishable under Section 53a-157 of the Connecticut General Statutes.

STATE OF :

: ss

COUNTY OF :

On this the \_\_\_\_\_ day of \_\_\_\_\_, personally  
appeared \_\_\_\_\_, and made oath to the truth of the matters  
contained therein, before me.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

**RE: VENDOR'S LICENSE**

**CITY OF STAMFORD  
HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ agrees to indemnify and hold harmless the City of Stamford and its officers, employees, agents and assigns from any and all claims, actions, injuries and damages of every kind and description which may accrue to or be suffered by any person or property thereof by reason of or related to the vending or merchandise by said applicant or the granting of a license to do so.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Notary Public**

