

RTS ACCOUNT #: \_\_\_\_\_  
B&O: Yes / No  
CSF: Yes / No  
Permit Fee: \_\_\_\_\_  
Staff Associate Initial: \_\_\_\_\_  
**CITY OFFICIAL USE ONLY**

**City of Charleston**  
**915 Quarrier St., Suite 4**  
**Charleston, WV 25301**  
**Phone: (304)348-8024**  
**www.charlestonwv.gov**



## **STREET VENDOR** **PERMIT APPLICATION** **Calendar Year 2026**

### **Section I. BUSINESS INFORMATION:**

A. Name of Business: \_\_\_\_\_

DBA: \_\_\_\_\_ Federal Employer ID/Social Security Number\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

B. Ownership Type:  Sole Proprietorship  Corporation  Partnership  Non-Profit  Other

C. Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

D. Description of your business: \_\_\_\_\_

E. Does your business sell or serve prepared food? Yes / No If Yes, you Must attach your current Kanawha County Health Permit.

G. Does your business sell beer or liquor? Yes / No If Yes, you Must attach your current WV ABCA License.

**\*Privacy Act Statement:** Disclosure of a Social Security Number (SSN) to the City of Charleston is voluntary. If you do not wish to disclose your SSN, you may provide an alternative identification number. The City of Charleston solicits this information pursuant to West Virginia Code § 8-13-13 and the Charleston City Code. The City of Charleston will not disclose your SSN or any other information you provide to any other entity or party. The City of Charleston requests this information to facilitate the verification of withholding and payment of service fees

### **Section II. STREET VENDOR REQUIREMENTS:**

1. You must provide Proof of Liability Insurance in the aggregate sum of \$1,000,000 with the City of Charleston listed as an additional insured.
2. You must enter into a Hold Harmless Agreement with the City.
3. If your business intends to sell or serve prepared food, you must attach a copy of your current Kanawha County Health Permit. If your business intends to sell alcohol, you must attach a copy of your current WV ABCA License.
4. Obtain Fire Department Approval.
5. Sign and date the application in Section III.

**Section III. Street Vendor Permit Fee: \$20.00 Annual Fee**

**Section IV. Authorized Signature of Business:** By signing below, I do hereby certify and declare, under penalty of perjury, that the information furnished in this application is true, complete and accurate to the best of my knowledge.

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Signature of Business Owner or Authorized Agent

Date

Title

**\*\*Do Not Submit Application Without the Required Signature\*\***

**TO BE COMPLETED BY: FIRE DEPARTMENT**

**PHONE NUMBER: (304)348-8058**

Approved By: \_\_\_\_\_  
Fire Department Official

Date: \_\_\_\_\_

\* Mail the completed application with payment to the address below. If you have any questions with respect to your application, please contact the City Collector's Office at (304) 348-8024.

**Return To:**  
**Charleston City Collector's Office**  
**915 Quarrier St., Suite 4**  
**Charleston WV 25301**