



Police Department

City of Virginia Beach

Municipal Center

Building 11

2509 Princess Anne Road

Virginia Beach, VA 23456-9064

Application for Permit

This is a Non-Refundable Fee

Ice Cream Truck (\$20) Solicitor (\$20) Vendor (\$20) Peddler (\$20)

Permit is valid from the date issued through December 31st of the calendar year of issuance.

Upon Issuance of a Permit a \$5 Fee is charged per registration/identification card for the applicant and all employees operating under the permit.

Any employee hired subsequent to the issuance of this permit will be required to complete a signed, notarized PD-150 Criminal Record Information Request, and present two forms of ID, one of which must be a government issued photo ID.

***The applicant is responsible to be familiar with related City Codes
13-46 through 13-54 and 26-26 through 26-37.***

Definitions:

Ice Cream Truck: A vehicle operated or used for dispensing or selling ice cream or other ice confectioneries, candies or confections therefrom.

Solicitor: A person who attempts to sell business goods or services door to door.

Vendor: A person who attempts to sell food items on public streets or areas open to the public (excludes public property such as city parks, boardwalks, etc.)

Peddler: A person who attempts to sell non-food items on public streets or areas open to the public (excludes public property such as city parks, boardwalks, etc.)

Operating Hours for Solicitors are9 a.m. – 7 p.m.

Operating Hours for Vendors and Peddlers are9 a.m. – 9 p.m.

Operating Hours for Ice Cream Trucks are9 a.m. – 9 p.m.

INSTRUCTIONS

In addition to completing this form, you will need to attach:

- A signed, notarized PD-150 Criminal Record Information Request for the applicant and each employee operating under this permit (\$15 per Criminal Record Information Request) (Authorization of the Criminal Record Information Request also authorizes a DMV Driver’s Record Check for applicants and employees required to operate motor vehicles as part of their employment duties), and
- A copy of the business license application.

***** You must present two forms of ID, one of which must be a government issued photo ID, at the time of application.***

Solicitors accepting money must attach a copy of a Surety Bond in the amount of \$1,000. Vendors and Peddlers operating motor vehicles on public streets must attach proof of liability insurance; \$100,000 for one person, \$300,000 for more than one person and \$5,000 for property damage.

- Ice Cream Trucks operating on public streets must attach proof of liability insurance; \$100,000 for one person, \$300,000 for more than one person and \$5,000 for property damage.

Applicant:

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Primary Phone: _____ 2nd Phone: _____

E-Mail: _____

Business Name: _____

Business Phone: _____

Business Address: _____
Street City State Zip Code

Goods, wares, or merchandise offered for sale: _____

Are you accepting payment in advance of final delivery? Yes No

Planned Hours of Operation? _____

1. Have you been convicted of any criminal/traffic offenses? Yes No

2. Do you have any pending charges? Yes No

Prior convictions for Felonies, Crimes of Moral Turpitude (crimes involving lying, cheating or stealing), or crimes involving fraud or misrepresentation for the 7 years immediately preceding this application may constitute denial of this permit. Additionally the following may constitute denial of this permit:

- Five or more negative points on a Virginia Operator's License or the equivalent for out of state licenses.
- Any conviction of driving under the influence of drugs or alcohol, refusal to take blood or breath test, reckless driving, eluding police, racing, or leaving the scene of an accident within the last 7 years.

I, the undersigned, affirm that the information contained in this application and any attachments to this document are both correct and complete to the best of my knowledge. The willful making of false statements in this application constitutes perjury and is punishable in accordance with § 18.2-434 of the Code of Virginia. I authorize the Virginia Beach Police Department to search their files and the Virginia Central Criminal Records Exchange (CCRE) for any criminal history record and the Virginia Department of Motor Vehicles (DMV) for any driver history record. I also certify that all applicable sections of Chapters 13 & 26 of the Virginia Beach City Code have been complied with.

Signature of Applicant: _____ **Date:** _____

Application Received By: _____ **Date:** _____

Additional Comments:

**** For Office Use Only ****

Record Check Results (Stamp Below)

Business License Verified By: _____
(Signature)

Business License Verified By: _____
(Printed)

Business License Verified Date: _____