



Winston-Salem

# SPECIALIZED PERMIT APPLICATION

## TYPE OF PERMIT REQUESTED:

Special Event **Complete Form A**  
(Race, Run, Parade, Festival, Block Party, Filming)

The Preliminary Application should be submitted not less than **60 days** prior to event date. As per City Code Sec 74, 284(B) a completed application which includes an executed Notification Affidavit **must** be received by Office of Business Inclusion and Advancement not less than **30 days** prior to the event date. Submission of a permit application in no way constitutes permit approval. \_\_\_\_\_ **Initial**

Pushcart/Mobile Food Unit **Complete Form B**

Foot Peddler **Complete Form C**

Sidewalk Café/Dining **Complete Form D**

Office of Business  
Inclusion and Advancement

City of Winston-Salem  
P.O. Box 2511  
Winston-Salem, NC 27102  
CityLink 311 (336.727.8000)  
[www.cityofws.org](http://www.cityofws.org)

## Applicant Information

Applicant's Name: \_\_\_\_\_  
(Applicant's Name must be same as Insured's Name shown on Certificate of Liability Insurance)

Applicant's Address: \_\_\_\_\_

Applicant's Contact Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

### Agreement

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Winston-Salem's rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application. \_\_\_\_\_ **Initial**

### **NOTE:**

- Special Event – Complete Permit Application (Pages 1 - 2) and **Form A (3 pages)**
- Pushcart/Mobile Food Unit – Complete Permit Application (Pages 1 - 2) and **Form B (1 page)**
- Foot Peddler – Complete Permit Application (Pages 1 - 2) and **Form C (1 page)**
- Sidewalk Café/Dining – Complete Permit Application (Pages 1 - 2) and **Form D (2 pages)**

### Permits may be submitted via:

Mail or In Person: Office of Business Inclusion and Advancement  
City Hall, Suite 232  
101 N. Main Street  
Winston-Salem, NC 27101  
Attn: Permits



## Office of Business Inclusion and Advancement Specialized Permit Payment Form

*Permit application will not be processed until receipt of payment is received.*

DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

<u>TYPE OF PERMIT NUMBER</u>	<u>FEE</u>	<u>ACCOUNT</u>
<input checked="" type="checkbox"/> <b>Foot Peddler Permit</b> (City of Winston-Salem Business License required to obtain this permit)	<b>\$ 25.00</b>	<b>0172-42402</b>
<input type="checkbox"/> <b>Push Cart/ Mobile Food Unit</b> (City of Winston-Salem Business License required to obtain this permit)	<b>\$ 75.00</b>	<b>0172-42403</b>
<input type="checkbox"/> <b>Sidewalk Dining Permit</b>	<b>\$100.00</b>	<b>0172-42404</b>
<input type="checkbox"/> <b>Special Events Permit</b> 1 to 2 Events	<b>\$ 50.00</b>	<b>0172-42401</b>
<input type="checkbox"/> <b>Special Events Permit</b> Series – 3 to 5 Events	<b>\$100.00</b>	<b>0172-42401</b>
<input type="checkbox"/> <b>Special Events Permit</b> Series – 6 or more Events	<b>\$200.00</b>	<b>0172-42401</b>

### Mailing Address

Office of Business Inclusion and Advancement  
City Hall, Suite 232  
101 N. Main Street  
Winston-Salem, NC 27101  
Attn: Permits

Applicable Code Ordinances can be obtained at the City of Winston-Salem's Website or by contacting Office of Business Inclusion and Advancement. Form A Codes listed in Appendix A- pages 1 - 3, Form B and C Codes listed in Appendix B – pages 5 - 9, and Form D Codes listed in Appendix D – pages 10 - 13.

# FOOT PEDDLER PERMIT APPLICATION

*This permit shall be available for inspection at all times merchandise is offered for sale.  
This permit shall not be applicable during any "Special Event"*

**Application must be returned to Office of Business Inclusion and Advancement and shall be accompanied by a receipt from the City Revenue Office showing payment of Twenty-five dollar (\$25.00) Permit Fee.**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

1. Describe the type of merchandise to be sold:

\_\_\_\_\_  
\_\_\_\_\_

2. List desired location for Peddling (Be as specific as possible)

\_\_\_\_\_

3. Attach (2)two recent prints of a passport type photo of permit holder and/or its employee(s) associated with this permit

Sec. 38-28. Peddling in residential areas prohibited during certain hours.

It shall be unlawful to peddle any article of merchandise from any vehicle or on foot between the hours of 7:00 p.m. and 9:00 a.m. in residential districts within the corporate limits of the city; provided, however, that during such periods that daylight savings time is in effect, these hours shall be from 8:00 p.m. to 9:00 a.m. \_\_\_\_ **Initial**

**I certify that the above information submitted is true and accurate.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date