



WESTPORT, CONNECTICUT

GORDON F. JOSELOFF
First Selectman

BUSINESS LICENSE/VENDOR'S PERMIT/DOOR-TO-DOOR SOLICITORS

For business to be conducted on private or public property:

1. If plans include sale of food, permit must **first** be obtained from the Westport Weston Health District, 180 Bayberry Lane, Westport (227-9571). **Please note – A copy of a health permit must be attached to the Application for a vendor's permit. Applications for vendor's permits will not be processed without copy of health permit.**
2. If plans include activities on private property, contact the Planning and Zoning Director, at (203) 341-1078, to determine whether or not a zoning variance or permit is needed.
3. If plans involve selling any item at beaches, recreation areas or parks (such as Jesup Green, Veterans' Green, etc.) approval must be obtained from the Parks & Recreation Department. Contact Stuart McCarthy, Parks & Recreation Director [203] 341-5088).
4. If plans involve door-to-door solicitors and payment is to be received at time of solicitation, a request for permit must be made in writing. Address a letter to the First Selectman, Town of Westport, providing complete details concerning the nature of the business, (items to be sold, where and when solicitors will canvass, etc.)
5. If plans involve activities on public property, request for permit must be made in writing. Address a letter to the First Selectman, Town of Westport, providing complete details concerning the nature of the proposed business (items to be sold, where and when business is to be conducted, etc.)
6. Fill out attached **Application for Business License/Vendor's Permit/Door-to-Door Solicitors** and mail letter and application to: First Selectman's Office, Town of Westport, 110 Myrtle Avenue, Westport, CT 06880.

If application is approved, the permit may be obtained at the Office of the Selectman, Room 310, for a fee of \$10.00 plus \$25.00 for each vehicle (if necessary) to be used.

PERMIT PROCEDURE

This Application must be filled out IN FULL and submitted with the required permit fee and vehicle fee (if any) to the Selectman's Office.

ADDITIONAL REQUIREMENTS

ALL vendors must also obtain, separately, a zoning permit from the Planning & Zoning Department in Town Hall. Applications are available in that office and a separate fee of \$10.00 must be paid when the application is submitted.

FOOD VENDORS must have their trucks or other food cooking/serving containers inspected by the Westport Weston Health District. For information, including fees, and an appointment, please call the Health District directly at 203-227-9571. **Please note – A copy of a health permit must be attached to the Application for vendor permit. Applications for vendor's permits will not be processed without health permit.**

GENERAL REGULATIONS

Vendors are not allowed to compete directly with established retail operations anywhere in the Town of Westport. For example, ice cream vendors may not operate in the main business areas of Westport or in close proximity to outlying stores which sell ice cream.

Door-to-door solicitors should not canvass after 6 p.m., and should not canvass on private property posting NO SOLICITATION. A complete listing of solicitors, including identification information, must accompany the letter and **Application for Business License/Vendor's Permit/Door-to-Door Solicitors**.

THE LEVITT: Arrangement to sell foodstuffs or any kind of merchandise at the Levitt Pavilion must be made DIRECTLY with the Levitt office in Town Hall. Please call 341-1143 and ask for the Levitt. PLEASE NOTE that this prohibition includes the parking areas near the Levitt. The pavilion has the right to award to the areas near the Levitt. The Pavilion has the right to award to a vendor EXCLUSIVE ACCESS TO THE Levitt audience. Vendor permits issued by the Selectman's office DO NOT INCLUDE the Levitt.

BALLFIELDS, BEACHES: Vendors MAY NOT compete with refreshment stands located at any of the Town beaches or at Little League//Babe Ruth fields when these stands are in operation during "the season".

EXCEPTIONS

The offices of the First Selectman and the Town Attorney reserve the right to submit applications for unusual or unfamiliar vendor operations to the Board of Selectmen for review and approval or disapproval.

