



FOOD VENDOR GUIDE

All food vendors **MUST OBTAIN A CITY OF SIMPSONVILLE BUSINESS LICENSE** prior to operating at any location!!! **Vendors must collect & remit Hospitality Tax**

The City of Simpsonville offers two Business License options for this type of event:

- Annual License / Yearly
 - A onetime, yearly application set at a base rate of \$120 for the first \$1000 in gross sales plus \$1.80 for each additional \$1000 or fraction thereof.
- Special Event (One Time) License / Per Job or Event
 - A \$25 flat rate per license, per event

If you are looking to attend multiple Residential Food Vendor or Special Events throughout the year, the Annual License might be a better option.

For more information regarding business licensing, please call 967-9526

All food vendors must be set up in locations as shows on the approved site plan provided in the Residential Food Event Application.

No Food Vendor or equipment shall be parked or set up in landscaped areas, sidewalks or walking paths, or within handicap parking locations.

Food Vendors are permitted to use a temporary A-Frame sign at the site of the event. Feather flags, yard signs or other signage are not permitted.



All food vendor vehicles are required to be inspected by the City of Simpsonville Fire Marshal prior to operating at any event.

For Inspections, please contact the Fire Marshal's office: 967-9545





FOOD VENDOR GUIDE – How to Apply

1. Please visit the Simpsonville Portal to apply for a Special Event (One Time) or Annual License at:
<http://evolve-public.infovisionsoftware.com/Simpsonville/?Portal=License>
2. A Special Event license is valid per event or each time you setup. An annual license is valid for the calendar year it is issued.
3. For a Special Event One Time License:
 - a) Select “New Application” / Category: “Non-Annual License”
 - b) Type: “Special Event (One-Time) License
 - c) Click each box acknowledging you are aware of the requirements
 - d) Complete each yellow field that applies
 - e) Select a contact type
 - f) Upload any addition documents as required
4. For an Annual License:
 - a. Select “New Application” / Category: Annual License
 - b. Type: New Home Occupation or New Outside City Business
 - c. Click each box acknowledging you are aware of the requirements
 - d. Provide the physical address for your business
 - e. Complete each field in yellow that applies
 - f. Select a contact type
 - g. Upload any addition documents as required

Please allow for 2-3 business days for processing of license.

Any vendor operating without the proper license can be subject to citations & fines up to \$500. Failure to obtain the proper license or failure to adhere to the above guidelines can result in the Residential Food Vendor Permit being revoked.