



CITY OF RICHMOND

Department of Codes, Planning, Safety & Risk Management

239 West Main Street, Richmond, KY 40475

Telephone: (859) 625-6404 Fax: (859) 625-6401

www.buildrichmondky.com

Internal Use Only:

Finance Code: Permit

Fee: \$30.00

Approval: _____

Roadside Sales Permit Application

Site Address:	
Name of Business:	
Description of Business:	
Richmond Business License (required):	Tent Square Footage (if applicable):
Contact Person (Owner/Manager):	
Phone Number:	Email Address:
Property Owner:	
Phone Number:	Email Address:

By signing, I certify that the above information is true and correct. I agree to comply with all applicable codes and requirements enforced by the City of Richmond as stated in this application with the full knowledge that any discrepancy will result in revoking of the permit.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

As noted in section 409 SUPPLEMENTARY USE REGULATIONS of the City of Richmond Land Use and Development Code:

C. Roadside Sales. Included in roadside sale are temporary stands and temporary places of business for sales of locally grown fruit, flowers, and vegetables, crafts, seasonal items such a Christmas trees, Memorial Day flowers, and fireworks, and similar seasonal merchandise.

Roadside sales shall be permitted in B-3 districts only, provided the following:

1. A business license must be obtained from the city
2. A copy of lease agreement/property owner approval
3. A roadside sales permit shall be obtained from the Chief Enforcement Officer who shall approve the site, and may issue a three (3) day or 21-day permit
4. Not more than three (3) permits may be issued to the same vendor at the same location during any calendar year
5. Temporary structures permitted may include booths, tents, trucks, or tables. Absolutely no campers or manufactured structures shall be permitted
6. One sign not more than 12 square feet in area may be permitted
7. No merchandise or signs shall be displayed on any public way
8. Adequate off-street parking shall be provided for customers. If located on a commercial establishment lot, the sale area shall not occupy any of the required off-street parking spaces

For official use only:	
Additional Comments:	No. of Days Approved:
Approved by:	Date: