

INSTRUCTION SHEET

PUSHCARTS

1. Pick up application in Customer Service/Tax Department located at 705 West University Ave. Our office hours are Monday thru Friday, 8 am to 5 pm.
2. Complete application. All questions must be answered and all information requested must be furnished.
3. The following is a list of instruments to accompany application:
 - a. Certified copy of the certificate of incorporation issued by the Louisiana Secretary of State if the applicant is incorporated under the laws of the state of Louisiana.
 - b. Certified copy of the certificate of organization issued by the Louisiana Secretary of State if the applicant is a limited liability company organized under the laws of the state of Louisiana.
 - c. Certified copy of the certificate of authority issued by the Louisiana Secretary of State if the applicant is a corporation incorporated, or a limited liability company organized, under the laws of a state other than Louisiana.
 - d. Certified copy of the certificate of registry if the applicant is a partnership.
 - e. Certificate(s) showing the applicant is registered with the Louisiana Department of Revenue and local tax collection agencies.
 - f. Design drawings and specifications of the pushcart.
 - g. A written statement that the applicant, and any assistants, associated or employees who shall be employed by such person, have not been convicted of a felony under the laws of the United States, this state, of another state or country within two years prior to filing application.
4. Insurance coverage must be attached to application. See attached ordinance for Liability and insurance, Sec. 78-410.
5. Application is then taken to Customer Service; a **nonrefundable** application fee of \$100.00 is collected at this time.
6. The application will be reviewed and Customer Service Division shall issue a permit only if the application meets the guidelines and standards established by the Sidewalk Vendor Committee and such applicant has fully complied with all

provisions in attached ordinance, including the payment of the fee provided for in Section 78-409.