

## INSTRUCTION SHEET

### OUTDOOR DINING/OUTDOOR MERCHANDISE DISPLAY

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. A certificate of occupancy issued by the zoning administrator for the building from which it will be operated.
  - g. If the permitted activity is an outdoor dining area, a copy of the restaurant's alcoholic beverage license(s).
  - h. Design drawings and/or photographs, and specifications for all elements of the outdoor dining area or outdoor merchandise display area equipment and the location of such equipment proposed for placement upon the sidewalk.
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.



## Application for Vendor Permit

**Mail to:**  
**Customer Service/Tax Department**  
**Lafayette Consolidated Government**  
**P. O. Box 4024**  
**Lafayette, LA 70502**

1. Doing Business As: \_\_\_\_\_
2. Owner(s) name(s): \_\_\_\_\_ Tax ID: \_\_\_\_\_  
State whether individual proprietor, co-partnership or corporation
3. If the applicant is a corporation, partnership, limited liability company, firm or other legal entity of any type other than a natural person, please list on a separate sheet, the full names and addresses of all officers, partners, members, principals and/or registered agents. If applying for a Pushcart Permit, list the full name, address, telephone number and tax identification number of all assistants, associates or employees employed by the applicant pursuant to Section 78-431 of the attached ordinance.
4. Location of business: \_\_\_\_\_
5. Mailing address: \_\_\_\_\_  
Street or Post Office Box  
\_\_\_\_\_  
City State Zip
6. Permit classification: \_\_\_\_\_
7. Operational days / hours: \_\_\_\_\_
8. Telephone numbers: Business (\_\_\_\_\_) Home (\_\_\_\_\_) \_\_\_\_\_

**The applicant or permit holder must notify the Customer Service Division within ten (10) days of any change to the information provided under this section.**

9. Certificate of Occupancy number: \_\_\_\_\_
10. Permit Fee \$ \_\_\_\_\_
11. Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

**INDEMNITY AGREEMENT**

**BE IT KNOWN** that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me the undersigned authority, personally came and appeared \_\_\_\_\_, on behalf of \_\_\_\_\_, the Permit Holder, who being first duly sworn, did depose and state:

**THAT** he/she is a duly authorized representative of the Permit Holder.

**THAT** he/she has reviewed, and the Permit Holder agrees to abide by, the requirements for vendors as set forth in Chapter 78, Sections 78-401 through 78-450 of the Lafayette City-Parish Consolidated Government Code of Ordinances, "Pushcarts, Outdoor Dining and Outdoor Merchants".

**THAT** the Permit Holder, and any officers, agents and employees of the permit holder, do and will agree to defend, indemnify and hold forever harmless the Lafayette City-Parish Consolidated Government and its officers, agents and employees from and against any and all claims, demands and/or causes of action brought through or under the Permit Holder by way of subrogation, for damages to property or injury to persons which may be occasioned by any activity carried on under the terms of the permit.

**THUS DONE AND PASSED** at Lafayette, Louisiana, on the date first above written, in the presence of the undersigned competent witnesses, who signed together with Appearer and me, Notary Public, after due reading of the whole.

**WITNESSES:**

**APPEARER:**

\_\_\_\_\_  
  
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\_\_\_\_\_  
**NOTARY PUBLIC**