



## Vending Cart – Business Application Information

*If you are applying for a vending cart please note the following:*

Regardless of which type of vending cart business you plan to start you need to know the following information:

- Business registration application with the City Administration Office at City Hall, 3<sup>rd</sup> floor (\$150 one-time fee). Phone: (541) 492-6866.
  - Contact Douglas County Environmental Health at (541) 440-3574 for food handler's and temporary restaurant application information. Office is located at Douglas County Justice Building, Room 103. Call their office regarding current fees. Food handler classes are available online at this link: <http://www.orfoodhandlers.com>.
  - If changes with business information or location occur, contact City Administration.
  - Depending on the type of vending, the Fire Marshal will inspect at your first event, once a year or every five years. You can contact the Fire Marshal at (541) 492-6770
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Additional Information:

### **1. If you plan to have a vending cart in a parking lot of a business you also need:**

- Permission from business owner to use their parking lot.
  - Temporary Use Permit (yearly fee involved). Apply for approval with the Community Development Department (Planning) at City Hall, 3<sup>rd</sup> floor. If you plan to locate in multiple locations, please prepare a list before applying for the permit. Phone (541) 492-6750. *This approval process may take up to 45 days.*
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### **2. If you plan to have a vending cart in a park you also need:**

- Concessionaire permit from the City Parks Division on 1<sup>st</sup> floor at City Hall. Fees are involved for daily self-contained vending or slightly increased fee if utilities are needed. Phone: (541) 492-6730. *This approval process may take 1-3 days.*
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### **3. If you plan to have a mobile vending cart such as an ice cream truck or mobile vending bicycle you need to know:**

- You may not use parking spaces on public property.
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### **4. If you plan to participate in local events:**

- Contact the Event Chair or Organization Leader for the event you want to participate in for approval, rules, fees, etc.

***For further questions, please contact City Administration at (541) 492-6866 or email [info@cityofroseburg.org](mailto:info@cityofroseburg.org). Thank you.***

*\*\*Fees cited are for the current year and are subject to change each July.*

## Local Events

*(This is only a sampling of local events, not a full list. Please review websites listed below for updates and events not included on this list)*

- Douglas County Fairgrounds Events (Christmas Fair, Business Women's Fair, Spring Fair, Douglas County Fair, Home Show, etc.), 541-957-7010 Fairgrounds Office
- Graffiti Days (July), 541-221-2567
- Movies in the Park, 541-492-6730 City of Roseburg Parks & Recreation Office
- Music on the Half Shell Summer Concert Series, 541-677-1708
- Neewollah Parade, 541-673-3352 Downtown Roseburg Association
- Roseburg Hometown 4<sup>th</sup> of July event, 541-492-6730 City of Roseburg Parks & Recreation Office
- Softball Season at Sunshine Park Softball fields, 541-492-6730 City of Roseburg Parks and Recreation Office. The City issues a Request for Proposals/Bids for the concessionaire at the fields. Check the website consistently for bidding updates and opportunities.
- Umpqua Valley Arts Festival, 541-672-2532 Umpqua Valley Arts Association
- Umpqua Valley Farmers Market on Saturdays, contact 541-530-6200 or their website at <http://www.uvfarmersmarket.org>.
- Umpqua Valley Wine Festival, 541-440-4600 Umpqua Community College
- Veterans Day Parade, 541-440-4219 Douglas County Veteran Services
- Wine Walks, 541-673-3352 Downtown Roseburg Association
- St. Patrick's Day Parade, 541-673-3352 Downtown Roseburg Association
- Taylor/Hatfield Memorial Downtown Pub Crawl - website at <http://www.taylor-hatfieldyouthfund.com>

Check the following websites for local event information and updates:

- [www.cityofroseburg.org](http://www.cityofroseburg.org) City of Roseburg
- [www.roseburgareachamber.org](http://www.roseburgareachamber.org) Roseburg Area Chamber of Commerce
- [www.downtownroseburg.org](http://www.downtownroseburg.org) Downtown Roseburg Association

**Environmental Health Program** is located in the Douglas County Planning Office. Parking is behind the Courthouse and the office address is:

Room 106 Justice Building  
1036 SE Douglas Avenue  
Roseburg, OR 97470

**Message Phone:**  
(541) 440-3574

**Fax:**  
(541) 957-2097

**Public Hours** are:

Monday - Friday

8 a.m. – 12 p.m. and 1 p.m. -5 p.m.

Closed 12 p.m. - 1 p.m.

**Please Note:** You may stop by during business hours and an Environmental Health Specialist will be able to speak with you. You may also call and make an appointment by leaving a message on the above phone number, or if you know who you wish to speak with, you may contact them directly at a number listed below.

Angela Scott, REHS            541-440-3569

Phil Kailiuli                    541-957-4895

**FOOD HANDLER CLASSES**

Food Handler Training Classes are offered on the 1<sup>st</sup> Friday of each month in room 103 of the Justice Building at 10:00 a.m. No need to pre-register, just show up.

You may also log on to [www.orfoodhandlers.com](http://www.orfoodhandlers.com) to take the course on-line.