



INSTRUCTIONS for OUTDOOR SELLERS PERMIT

- A permit fee of \$50.00 is collected once the application has been approved.
- Only one permit will be issued in a six month time period. Permits are valid for 30 consecutive days.
- Outdoor Seller does not pertain to businesses licensed by the Oklahoma City County Health Department as a mobile food service establishment.
- Permits will only be issued to properties zoned E-2 and other appropriately zoned properties. To verify how a property is zoned, please visit gis.edmondok.com/plzoning.
- No person may engage in the business of outdoor sales in areas adjacent to a City-approved Special Event, unless permission is granted by the person/organization holding the event.
- Permits are issued at the discretion of the City Clerk's Office, and the City Clerk is authorized to make and amend rules necessary for the Outdoor Sellers permitting process.

REQUIRED DOCUMENTS FOR APPLICATION

- 1.** Application, fully completed with all requirements.
- 2.** Copy of Oklahoma State Sales Tax Permit of entity you are representing.
- 3.** Affidavit of Property Owner granting permission for use of space, signed and notarized

For more information about the Outdoor Sellers rules, consult Title 4, Chapter 4.18 of the Edmond Municipal Code, available at www.edmondok.com/168/Search-City-Ordinances.

City of Edmond | Office of the City Clerk

Location: 24 E. 1st St., Edmond, OK 73034 | (office) 405-359-4555 | (fax) 405-359-4758
Mail: P.O. Box 2970, Edmond, OK 73083



APPLICATION for OUTDOOR SELLERS

NAME OF BUSINESS _____

CONTACT NAME _____ PHONE NUMBER _____

ADDRESS of LOCATION FOR SALES _____

MAILING ADDRESS _____

LIST ANY PRODUCTS/GOODS TO BE SOLD _____

BEGINNING DATE OF SALES: _____

*Note: permits are valid for 30 days

I, the undersigned applicant, certify that the information submitted on this application is true and correct. I have read and acknowledge the requirements and expectations of open sellers in the City of Edmond, and I further agree to notify the Edmond City Clerk within three days of any changes affecting this permit.

(DATE)

(SIGNATURE OF APPLICANT)

The following *must* be attached:

- (A) Affidavit of property owner granting permission for use of space, signed and notarized; *and*
- (B) Copy of Oklahoma Sales Tax permit of entity you are representing

CITY CLERK'S OFFICE USE ONLY

____ Approved / Permit No. _____ Receipt No. _____

____ Denied / Reason: _____

BY: _____

(CITY CLERK'S OFFICE)



**AFFIDAVIT OF PROPERTY OWNER
FOR USE OF PRIVATE PROPERTY FOR OPEN DISPLAY**

I, _____, hereby certify that I am the legal owner of property located at _____, Edmond, Oklahoma, _____ (Zip) and that I grant permission to _____, to use this property for the purpose of _____, from the date(s) of _____ to _____.

I further acknowledge that I am aware the zoning of this property is suitable for this purpose.

Property Owner Name (please print)

Signature of Property Owner Date

State of Oklahoma)
County of _____)

Before me, the undersigned Notary Public, personally appeared _____, known to me, or satisfactorily proven, to be the person whose name is subscribed to this instrument, and acknowledged that he/she executed the same for the purposes herein contained.

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Expiration Date

(Do not write below this line – for internal use only)

Permits will be issued at the discretion of the City Clerk. Locations outside of E-2 zoning and other appropriately zoned properties are not applicable to be permitted. To verify how a property is zoned, please visit gis.edmondok.com/plzoning.

[Applications can be mailed, hand-delivered, or emailed to the Edmond City Clerk’s office.](#)

**MAIL: PO BOX 2970, EDMOND, OK 73083 | BRING TO: 24 E 1st St, Edmond, OK 73034
EMAIL: cityclerk@edmondok.com | CALL: 405-359-4555**