

## COMMUNITY MARKET INFORMATION SHEET

### REQUIREMENTS

- **Community Market Application** (Submitted in person at the License Section)
- **Proof of Identity** (i.e. State issued Driver's License/I.D. Card, Military I.D. Card, Passport)
- **Certificate of Commercial Liability Insurance** (A minimum amount of \$1,000,000 with the License Section, 4252 Groves Rd, Columbus, OH 43232, listed as a Certificate Holder.)
- **Provide payment by Check or Money Order, made payable to  
City Treasurer – License Section**
  
- **Important Information**
  - Other fees may apply if additional permits are deemed necessary  
(i.e. Division of Fire – Temporary Event Permit, Building and Zoning – Temporary Structure, Public Service – Occupancy Permit)

### PRICING

- Application fee - \$20.00
- Community Market License fee - \$150.00

### OFFICE LOCATION & HOURS

4252 Groves Road  
Columbus, OH 43232  
  
Monday - Friday  
8:00 a.m. to 3:30 p.m.

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**OFFICE USE ONLY**

License # \_\_\_\_\_

Issue Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

LICENSE SECTION

**COMMUNITY MARKET  
APPLICATION**



DEPARTMENT OF BUILDING  
AND ZONING SERVICES

**NEW      RENEWAL**

**EVENT INFORMATION**

Name of Community Market:

Location of Community Market:

Days of Operation:

Months of Operation:

Hours of Operation:  
(Limited to 8a - 12a)

Describe the Purpose of the Community Market:

Phone:

Email:

Website URL (If applicable):

Name of Sponsoring Organization:

Organization Address:

City:

State:

Zip:

Phone:

Email:

Federal ID # (If applicable):

Name of On-Site Coordinator:

Residential Address:

City:

State:

Zip:

Phone:

Email:

Will food be sold at the Market?      Yes      No

If yes, submit a list of all food vendors, including their Health Food license number. Please use the attached pages.

Will food be cooked or prepared on-site?	Yes	No
If yes, the Sponsoring Organization is responsible for making certain that all vendors have the proper license to operate.		
Will merchandise be sold at the Market?	Yes	No
If yes, please submit a list of all merchandise vendors, including their State Tax I.D. number. Please use the attached pages. For the health, welfare and safety of the public it is the responsibility of the Sponsoring Organization to make certain that any and all merchandise being sold is deemed appropriate by a License Officer or Police Officer.		
Are street closures required for the Market?	Yes	No
If yes, please complete and submit the Street Closure permit form with the Community Market application. Type III barricades and detour sign are required for all Community Market street closures. The Street Closure application form is included in the packet. An additional fee may apply.		
Will the Market require parking meters to be temporarily removed from service?	Yes	No
If yes, please contact the Department of Public Services at (614) 645-7497 upon receipt of this application. To temporarily remove parking meters, the application for Permit CC903 is included in the packet. An additional fee may apply.		
Will the street closure be on a Central Ohio Transportation Authority (COTA) bus route?	Yes	No
If yes, the applicant is required to contact COTA at (614) 275-5800 prior to submitting the Community Market application. Once approved by COTA, please include a map/plan for the routing of buses.		
Will a tent larger than 200 sq. ft. be erected?	Yes	No
If yes, please complete and submit a Festival Tent Registration with the Community Market application. Application for this permit is included in this packet. An additional fee may apply.		
A City of Columbus Fire Temporary Event Permit is required for a Community Market. An additional fee may apply.		
<b>SAFETY PLAN</b>		
Please describe a safety plan that addresses emergencies specific to the market. Please make certain to include the following: evacuation plans; weather radar monitoring; communication with staff, vendors and spectators; and steps for securing tents and other potentially dangerous items. Please attach any additional pages if necessary. <b>(Please Print)</b>		

## SITE PLAN

Use the space below to illustrate the payout of the market. Please make sure that all street and alleys are included. You may submit a map no larger than 11" x 17" or 1" equals 50'. This below illustration must be legible.

For all applicable items being illustrated, please use the legend below:

Clearly Mark All Streets and Alleys  
Location of Vendors (V)  
Location of Tents (T)  
Location of Barricades (Bar)

Location of Fire Lane (FL)  
Location of Fire Hydrants (FH)  
Location of Garbage Receptacles (G)  
Location of Recycling Receptacles (R)

Location of Bus Stops (BS)  
Location of Parking Meters (PM)  
Location of Building Exits (BX)  
Location of Support Vehicle Parking (SV)

**Insurance**

In addition to completing the application form and paying the permit fee(s), the applicant is required to submit an original Certificate of Insurance in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. Your insurance certificate shall list as the Certificate Holder: City of Columbus, Treasurer, 90 W. Broad Street, Columbus, Ohio 43215.

**Removal of Lessee-Property**

Applicant shall remove any of its property, facilities, fixtures, items, or improvements immediately upon termination of the event.

**Acknowledgement**

I, the applicant, understand that I am responsible for providing all information necessary to meet the conditions and requirements of the application process. I acknowledge that by providing such information there is no guarantee that my proposed community market will be issued a permit by the City of Columbus. I further accept responsibility to hold free and harmless the City of Columbus and to meet all department deadlines including submitting proof of proper insurance, payment of all departmental fees, a detailed site map, a safety plan, a list of food and merchandise vendors, and any/all other required documentation as the application specifies. I verify that I have read and understand this application and the conditions under which my request will be considered. The risk of promoting an event before a permit is issued is the sole responsibility of the applicant.

**All information contained in this application is subject to disclosure as a matter of public record. Any false statement made or given in this application shall result in denial, revocation, or future revocation of the license under Columbus City Code Chapters 501 and 540, and may be referred for criminal prosecution under Ohio Revised Code Chapter 2921.13 (A-3).**

State of Ohio, County of Franklin

I, \_\_\_\_\_, being duly sworn, affirm and swear that I am the  
(Print Applicant's Name)

individual making the foregoing application; that he or she is knowledgeable with respect to that which is to be licensed and to the information contained in the application; that the answers, statements, and allegations made in this application are true and accurate to the best of my knowledge and belief; and that I am an owner/operator/applicant of that which is to be licensed by this application.

\_\_\_\_\_  
(Applicant's Signature)

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary or Agent of Director of Building and Zoning Services

The application must be signed, dated and notarized.



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