



CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 522-3126

Vendor Permit Application

Complete applications must be received no later than 2 business days before the setup date.

Applications received without the required documents are considered incomplete and will not be processed.

Applications received after the deadline are subject to a \$50 late fee.

\$4.04.002 and \$4.09.002 Permits are required. Any vendor found selling without a valid permit will incur a \$100.00 fine per day for the 1st offense. Permits MUST be posted throughout the duration of the event.

Effective September 1, 2025 Cottage Law vendors are exempt from permit requirements under SB 541.

Submit applications in person, by mail, or by email to: permitting@banderatx.gov

Application and fees may be paid in person with cash, check or card: 511 Main

Applications and checks may be mailed to P.O. Box 896, Bandera, TX 78003.

After confirmation of approval, online payments may be made @ <https://www.municipalonlinepayments.com/banderatx>

****DO NOT PAY ONLINE UNTIL YOU HAVE CONFIRMATION
THAT YOUR APPLICATION HAS BEEN APPROVED****

Permit fees are not charged for the following:

- Non-profit w/proof of status
- Recognized service clubs (Rotary, Kiwanis, Lions, Optimist, Elks and the like)
- Government subdivisions
- Arts & Crafts Fair featuring vendors of handmade items (crochet, blankets, paintings, jewelry, etc.)

All others as follows (50% reduced fee with valid City of Bandera Certificate of Occupancy):

- Daily \$20.00 – Each additional day \$10: # of Days _____
- Monthly \$60.00: # of Months _____ Maximum 12 months

Required documents for Section 1 Trades Vendor (includes pre-packaged food items):

A valid driver's license, State sales tax certificate (if applicable), Proof of non-profit status (if applicable)

Section 1 Trades Vendor Information:

Name: _____

Business or organization: _____

Address: _____ City _____ State _____ Zip _____

Phone number: _____ Email: _____

List of items to be sold: _____

If you are selling in both Trade & Food categories fill in section 1 completely and then list the food items being sold in section 2.

Required documents for Section 2 Food Vendor:

A valid driver's license
State Sales tax certificate (if applicable)
Proof of non-profit status (if applicable)
Certificate of Insurance
Food Handler's Certificate & a DSHS Temporary Food Establishment Event Permit
Mobile Food Unit operators only need to show ID & Texas State Health Permit & are exempt from the permit fee

Section 2 Food Vendor Information:

Name: _____

Business or organization: _____

Address: _____ City _____ State _____ Zip _____

Phone number: _____ Email: _____

List of food items to be sold: _____

Non-organized Events are allowed in ALL areas of the City.

Location Requirements:

- ❖ **Place Types P1 & CS – Subject to Facility Use Agreement with the city.**
- ❖ **Place Type P3 – Private property as a caterer who does not sell to any individual other than the resident under contract.**
- ❖ **Place Types P2, P4, P5 & P6 - Submit a letter of permission from the business/private property owner with this application where letter of permission must include the following: Name of the business location you are setting up, Address of the business location you are setting up, Date(s) you are allowed to set up, Signature of the business owner or their designee.**

Private Property Set-up Info:

Start Date: _____ **End Date:** _____

Business name where you are setting up: _____

Name of Owner: _____

Address: _____

City _____ State _____ Zip _____ Place Type _____

Phone number: _____

I have read and understand the terms and conditions of receiving a permit from the City of Bandera (\$4.03 and \$4.04). I have had the opportunity to question any information that was unclear. I agree to abide by the terms of the permit.

Vendor Signature: _____ **Date:** _____

FOR CITY USE ONLY

Permit Number: _____ Date Received: _____

Approved by: _____

Notes: _____