



INFORMATION & APPLICATION FOR MERCHANDISE DISPLAY PERMITS ON CITY PROPERTY

For additional information:

Phone: 3-1-1 (outside Vancouver, 604-873-7000)

E-mail: street.activities@vancouver.ca or

Visit Engineering Services, 507 W Broadway (5th Floor)

SIDEWALK MERCHANDISE DISPLAY INFORMATION

A Merchandise Display Permit allows business owners to display their products on a portion of the sidewalk in front of their business. Merchandise Displays help to create a vibrant community, enliven the sidewalk and support businesses. All displays on City sidewalks must be reviewed and approved by City of Vancouver staff to ensure safety and accessibility for all Street Users. The Sidewalk Merchandise Display Program is administered by Engineering Services.

1. Regulations for Merchandise Displays *Merchandise*

Display Area:

- a) Entrances/Exits and utility connections for any building may not be blocked by merchandise displays.
- b) Displays must be placed against building.
- c) Merchandise displays are only allowed on sidewalks between the hours of 7 am and 11 pm.
- d) A minimum distance of 2.4 m (8 feet) from any sidewalk obstruction must be maintained. Obstructions include trees, poles, bike racks, bus stops, news boxes and parking meters. This requirement may be varied on a case by case basis.
- e) Only approved merchandise may be displayed.
- f) Permit area may only be used for displaying merchandise. Payments from customers, food and flower preparations, and storage of merchandise or containers are not allowed on sidewalks.
- g) All surrounding areas must be kept in a neat, clean and orderly manner.
- h) Umbrellas are not allowed on the sidewalk or within merchandise displays.
- i) The merchandise display permit should be posted in plain view of the public and made available to any City of Vancouver inspector or official upon request.

Merchandise Display Unit:

- j) Display units need to have solid locking wheels.
- k) Displays must be constructed a minimum of 15 cm (6 inches) from the ground and display units must be at least 30cm (12 inches) off the ground.
- l) Displays may only have a maximum height of 1.22 m (4 feet).
- m) All surfaces must be easy to maintain.
- n) All merchandise is required to be kept on the display unit.
- o) The use of cardboard in the display is prohibited

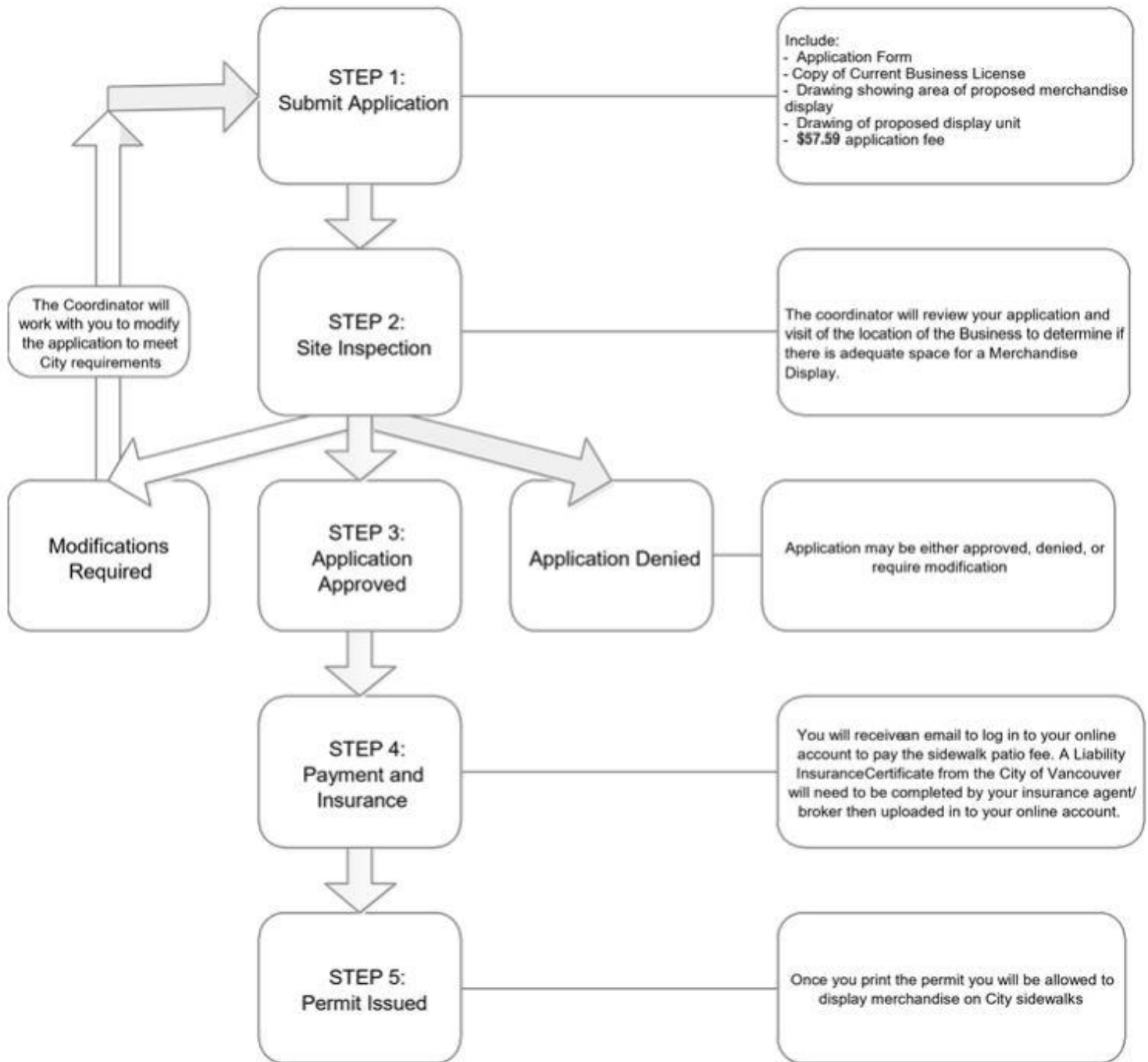
2. Merchandise Display Permit Fees (2022)

Fees are based on the area of your displays and paid annually. If displays are on both sides of the doorway to your business, fees are calculated including the doorway.

- Application fee: \$57.59
- Permit fee: \$55.67/m² + GST
- Minimum fee: \$144.93 + GST

Renewal fees are due on June 30th of every year.

3. Application Procedure



4. Merchandise Display Application

The following items are required to be included in your application, ready for upload:

1. Completed application form
2. Copy of your current Business License
3. A drawing showing the area of the proposed merchandise display, including:
 - a. Measurements of the sidewalk and building frontage
 - b. Distance of the proposed display to the nearest sidewalk obstructions (such as trees, poles, parking meters, benches, bus shelters, and bike racks)
 - c. Location of your displays relative to building frontage
4. A drawing or picture of the proposed display units, including:
 - a. Appearance
 - b. Dimensions (height, width and length)
 - c. Locking wheels
5. \$57.59 Application fee

*Do not buy or make display units before your application is approved. If your displays do not meet the requirements, you will need to make modifications.

Please create an online account by going to this website: <https://vancouver.ca/permits/apply/login>

Once the online account is activated, log on and submit your application by uploading the required documents and paying the application fee.

5. Insurance Requirements

Before a permit will be issued a City of Vancouver Liability Insurance Certificate must be completed by an insurance broker or agent and uploaded online.

The following insurance is required:

Commercial General Liability Insurance for a limit not less than \$2,000,000 per occurrence (Bodily Injury and Property Damage inclusive) including Cross Liability and Severability of Interest Clause, deductible limit not greater than \$5,000 and **the City of Vancouver, its officials, officers, employees, servants and agents be named as an Additional Insured.**

6. Changes Affecting Your Business

Please contact the City of Vancouver Streets Activities Branch to alert of any changes to the ownership, name or location of a business. It may be necessary to submit a new application. All fees are non-refundable and non-transferable.

Changes to the area of the display or type of display units require approval from a City of Vancouver official. Please contact the Streets Activities Branch to discuss any changes.



Merchandise Display Application

If you have any questions regarding Merchandise Displays or require assistance with your application, please contact the Street Activities Branch at 3-1-1 or street.activities@vancouver.ca

The following are required for your application, ready for upload:

- Application Form (this form)
- Copy of current Business License
- Drawing showing area of proposed merchandise display
- Drawing or picture of proposed display unit
- \$57.59 application fee

Merchandise Display

Products to be Displayed _____

Length of Business Frontage _____

Distance from Property Line to Curb _____

Proposed Width of Merchandise Display _____

Proposed Length of Merchandise Display _____

Distance to Nearest Sidewalk Obstruction _____

Second Display*

**If displaying merchandise on two streets*

Name of Street _____

Length of Business Frontage _____

Distance from Property Line to Curb _____

Proposed Width of Merchandise Display _____

Proposed Length of Merchandise Display _____

Distance to Nearest Sidewalk Obstruction

Drawing or Picture of Proposed Display Unit

Please include a drawing/picture below of the unit that you wish to display.

Drawing Showing Area of Proposed Merchandise Display

Please include a drawing below of the area that the display unit will occupy.

I,__(Business Owner/Authorized Signatory), hereby acknowledge that the above information is correct.

Signature: _____

Date:_____