

Bikes, Blues, and BBQ – Outdoor Vendor Checklist:

STEP 1: Apply Online through the Citizen Self Service (CSS) Portal.

- Utilize the link below to set up an account then apply for the Bikes, Blues, and BBQ – Outdoor Vendor permit:
www.fayetteville-ar.gov/mycitybusiness

STEP 2: Upload the following attachments with your online application:

- Consent of Owner Form.
 - Written authorization, signed by the property owner or legal representative of record, stating that the outdoor vendor is permitted to operate on the subject property for a specified period of time.
- Site Plan.
 - A detailed site plan roughly drawn to scale that includes the following:
 1. Location of the tent or area of sale.
 2. Location of the property lines.
 3. Any other vendor location on the property.
 4. Building setback lines.
 5. Vehicle parking spaces.
 6. Location of any sidewalk.
 7. Any proposed dining and/or sitting areas.

STEP 3: \$100 Payment.

- Payment in full of applicable fees for processing the application. (\$100.00)

STEP 4: Planning Division Review/Approval:

- Development Review Manager Planning Division Review and Approval.
 - Once the above steps are complete the Development Review Manager will then be notified that their review and signature is needed. *(Please be ready to respond to any communication by the Planning Division.)*

STEP 5: Fire Marshal Final Inspection:

- City of Fayetteville Fire Marshal's Office Final Inspection:
 - The applicant must contact the Fire Marshal's Office at 479-444-3448 once the permit is issued to coordinate the final inspection before opening for sales.

For questions about the application process above, please contact the Planning Division at, 479-444-3443.