



STREET ARTIST/VENDOR **SCREENING CHECK-LIST**

The screening process is mandatory and provides artisans with an opportunity to demonstrate the process of creating hand crafted products before a City representative.

You first need to make an appointment to meet with the City's Code Enforcement contact identified below. Please bring ALL of the following items with you on the day of your appointment. If you do not bring it all, you will not be issued a license.

Items required in order to complete the screening process:

1. Samples of finished products intended for sale
2. Sample of a work in progress
3. Sample of raw materials used (wire, beads, cloth, ink, etc) used to make product(s)
4. Receipts for raw materials used to make the products, obtained within the last 6 months.

Once the screening process has completed and approved, you will receive a signed Sidewalk Vendor Application. You will need to bring this signed application to the Customer Service Center at 1947 Center st-1st Flr, Berkeley, along with the following:

- a. A valid Seller's Permit (issued by the State Board of Equalization)
- b. A completed new Berkeley Business License application form, with full payment

The annual cost for a new vendor business license is \$240; plus a \$25 new license registration fee. You may also pay for a license in half year (6-month) intervals, at a cost of \$120, plus the \$25 registration fee. The time periods covered by the 6-month licenses run from January 1st thru June 30th, and from July 1st thru December 31st (fees are not pro-rated).

*the screening process usually takes about 30 minutes. Failure to appear at your scheduled appointment will result in the applicant losing the right to have products screened until the following half year.

Contact: Nicholas McIlroy (510) 981-2481 - Code Enforcement Officer

Location: 2180 Milvia St -1st Flr