

## Application for Vending Machine License

Operating a vending machine without a license is a violation of the Ramsey County Food Protection Ordinance and is subject to substantial penalties. Cities under Ramsey County jurisdiction for food vending machines are Arden Hills, Falcon Heights, Gem Lake, Lauderdale, Little Canada, Mounds View, North Oaks, North Saint Paul, Roseville, Shoreview, Vadnais Heights, White Bear Lake, White Bear Township, and a portion of St. Anthony Village.

### Instructions

1. Complete all sections.
2. In Table 1 below, list all food vending machines, <i>except</i> the following that do not require a license: <ul style="list-style-type: none"> <li>• Machines dispensing only gum balls, hard candy or unsorted candy.</li> <li>• Machines dispensing bottles or canned soft drinks.</li> <li>• Machines dispensing ice manufactured and packaged by another firm.</li> </ul>
3. Complete the license fee calculation below.
4. Submit the completed application and payment to the address above. Make checks payable to “Ramsey County”. You can also email the application to <a href="mailto:RamseyCEH@ramseycounty.us">RamseyCEH@ramseycounty.us</a> and pay online at <a href="http://ramseycounty.us/foodandvending">ramseycounty.us/foodandvending</a> . Use invoice/statement number: VEND02.
5. Additional vending machines installed after this application must be licensed within 14 days.

### Basic Information

Name of Business Owner (as it should appear on license):						
Business Type:	Corporation	LLC	Sole Proprietorship	Partnership	Institution	Other
Company Name:						
Mailing Address:						
City:			State:		ZIP:	
Email:			Office Phone:			
Name of Route Supervisor:			Cell Phone:			

### Billing Contact

Annual license applications are sent to the billing contact.

Bill to:		Attention:		
Mailing Address:		City:	State:	ZIP:
Office Phone:		Cell Phone:		
Email:				

### License Fee Calculation

Number of vending machines listed in Table 1		x \$26.00	=
If submitted past due date, add late fee (25% of total or minimum \$26.00)			=
<b>TOTAL FEE</b>			=

**To pay:** Mail checks (payable to “Ramsey County”) and completed application to the address above. You can also email the application to [RamseyCEH@ramseycounty.us](mailto:RamseyCEH@ramseycounty.us) and pay online at [ramseycounty.us/foodandvending](http://ramseycounty.us/foodandvending). Use invoice/statement number: VEND02.

- I will mail a check.
- I will pay online and forward my confirmation email to [RamseyCEH@ramseycounty.us](mailto:RamseyCEH@ramseycounty.us).
- I will pay after receiving a fee statement from the county.

### Table 1. Vending Machine Locations

1. List all vending machines, except:
  - Machines dispensing only gum balls, hard candy or unsorted candy.
  - Machines dispensing bottles or canned soft drinks.
  - Machines dispensing ice manufactured and packaged by another firm.
2. Do not include vending machines in Saint Paul, Maplewood or New Brighton.
3. Add more pages as needed.

Business/Location Name	Street Address	City	Milk	Refrigerated	Frozen	Cold Drink (Cup)	Hot Drink (Cup)	Prepackaged (e.g., snack)

<b>INSPECTOR USE ONLY</b>	Reviewing Inspector:		Date:	
	Comments:			
<b>ADMIN USE ONLY</b>	Date Received:	Entered By:	License #:	
	License Fee:	Amount Paid:	Check #:	