

## ATTACHMENT A

### LOOP VENDOR REGISTRATION AND PERMIT PROCEDURES

1. Contact Margie Maldonado at 243-7908 in Health Department and obtain health permit, if required, and temporary license.
2. Go to *The Loop* website at [http://webcms.pima.gov/government/the\\_loop/](http://webcms.pima.gov/government/the_loop/) and click on *The Loop Vendor Registration*.
3. Fill out vendor registration form and designate a site(s) and submit online.
4. Go to Natural Resources, Parks and Recreation by 5 p.m. the next business day and pay for vendor permit:

**Natural Resources, Parks and Recreation  
3500 W. River Road  
Tucson, AZ 85741  
520-877-6201**

**Open Monday-Friday from 8 a.m.-5 p.m.**

**Bring:**

- **Health certificate, if required**
- **Temporary License**
- **Certificate of Insurance**
- **Permit Fee**

**Permit fee is \$100.00 per site per calendar month.** If vendor permit is not obtained by 5 p.m. next business day after submitting registration, vendor site can be reassigned and made available to another vendor. Vendor permit will not be issued without health permit, if required by the Health Department.

5. After calendar month, permit expires and vendor must register and apply for a new permit.
6. Vendor registrations open up by the 20th day of the month prior. For example, registrations for the month of June begin May 20.