COVID-19 Town of Apex Solicitor & Vendor Permit Processes

During the Town of Apex COVID-19 Response where Town offices are closed to the general public, the Town of Apex will not be issuing permits for the following:

- Park Concessionaires (Anyone selling from a Town of Apex Park)
- Solicitors (Anyone going door-to-door)

Permits for the following will be issued:

- Mobile Food Vendors
- Transient Vendors (if selling items deemed as necessities)
- Peddlers (if selling items deemed as necessities)

The permit process will be modified as follows:

1. Applications and all supporting documents can be mailed or emailed to the Apex Police Department at:
   - Apex Police Department
   - c/o Nicole Garcia
   - 205 Saunders St.
   - Apex NC 27502
   - Nicole.Garcia@apexnc.org

2. Applicable Mobile Food Vendors are expected to schedule a Fire Inspection with a Town of Apex Fire Marshal (919-362-4001); however, permits will be issued prior to a Fire Inspection being conducted with verification from a TOA Fire Marshal that arrangements have been made to conduct the inspection at a later date.

3. All payments must be submitted at the Town of Apex payment drop box located at 73 Hunter St., Apex NC 27502
   - Payments must be submitted in a sealed envelope and include the following:
     i. Payee’s Name
     ii. Payee’s Business Name
     iii. Type of Permit being requested (i.e. Mobile Food Vendor, Transient Vendor or Peddler)
     iv. Payee’s Email Address (Finance can email a copy of the receipt once payment is processed)
     v. Payment:
        o Mobile Food/Transient Vendor-$150
        o Peddler 30-day-$50
        o Peddler 90-day-$100

4. Once payment and all documents have been received, applications will be processed
   - To avoid delays, ensure your application is completed in its entirety and all supporting documents are submitted and valid (have not expired)
   - All applications will be processed within 10 business days and permits will be mailed to the applicant

5. All questions and concerns regarding this should be sent to Nicole Garcia at Nicole.Garcia@apexnc.org or 919-249-3447