

Beach Vendor Permits

Beach Chairs & Umbrella Services

Please print the application for Motor Driven Work Vehicles. This packet will include the following: (Pages 1-6)

Application Information & Requirements

Application form

Ordinance Acknowledgement form

Beach Vendor Permit Procedures

You can review the County Code associated with the permit you are applying for by accessing www.municode.com Bay County-Code of Ordinances. You may print these ordinances for your records and reference. Be sure to read over the ordinances before signing the acknowledgement form.

How to Access Municode

www.municode.com

Hit *Browse the Library*

Click on *Florida*

Click on *Bay County*

Click on *View Bay County Code of Ordinances*

Please mail or drop off the completed application packet to our office at Bay County Parks & Recreation Division, 8110 John Pitts Road, Panama City, FL 32404.



MOTOR DRIVEN WORK VEHICLES

Each Motor Driven Work Vehicle operating within the unincorporated areas of Bay County shall be the subject of a \$65.00 registration fee, plus five dollars (\$5.00) for each decal furnished.

The following documentation is required and must accompany the application:

1. The name, residence and mailing address of the owner.
2. The name, location and mailing address of the business.
3. A description of business and location of beach access where vehicle operating.
4. Copy of Legal Authority to conduct business.
5. A description of the vehicle, copy of vehicle registration, photograph of vehicle and proof of insurance.
6. A signed form acknowledging that you have read and understand all ordinances and regulations regarding work vehicles operating on Bay County public beaches.

PLEASE FILL IN ALL BLANK SPACES ON THE APPLICATION. ANY APPLICATION NOT COMPLETED IN ITS ENTIRETY WILL BE CONSIDERED INCOMPLETE.

**Mail application to:
Bay County Parks & Recreation Division
8110 John Pitts Road
Panama City, Florida 32404**



**BAY COUNTY PARKS & RECREATION DIVISION
REGISTRATION APPLICATION
MOTOR DRIVEN VEHICLES TO OPERATE
ON BAY COUNTY PUBLIC BEACHES**

APPLICANT INFORMATION

Last Name: _____ First Name: _____

Mailing Address: _____

City, State, Zip: _____

Home Phone: (_____)_____-_____ Cell Phone: (_____)_____-_____

NAME OF BUSINESS OWNER

Company Name: _____

Owner Last Name: _____ First Name: _____

Street Address (Physical Location): _____

Mailing Address: _____

Business Phone: (_____)_____-_____

BRIEF DESCRIPTION OF BUSINESS TO BE CONDUCTED:

LOCATION OF BEACH ACCESS WHERE VEHICLE WILL BE OPERATED:

LEGAL AUTHORITY APPLICANT HAS TO CONDUCT BUSINESS ON THE DESCRIBED LOCATION

(attach contract or letter): _____

DESCRIPTION OF VEHICLE INCLUDING A COPY OF VEHICLE REGISTRATION (if any): (photograph of vehicle and proof of insurance to be attached)

I hereby swear and affirm that the information provided is true and correct.

Signature of Applicant

Date

Official Use Only

Permit fee: \$65.00

Decal fee: \$ 5.00

Total Amount Paid: _____ (Decal fee plus Registration Fee)

Parks & Recreation Approval: _____

Approved By

Date

Risk Management Approval: _____

Approved By

Date

Bay County Code Enforcement: _____

Approved By

Date

Decal Number: _____



**Parks & Recreation Division
8110 John Pitts Road
Panama City, Florida 32401
(850) 784-4065**

Dear Sir/Madam:

Attached are copies of the packets that include the instructions for registration and required permit applications. The County Code(s) for the related Beach Vendor permits can be viewed and printed by accessing www.municode.com.

Each registration shall expire on December 31 of each year regardless of the date of issuance.

Any and all unregistered mopeds or motor driven floating devices within the unincorporated areas of Bay County will be cited for non-compliance.

No decals will be issued until a completed application with required information is received and a site visit to the beach service location is made by Bay County Code Enforcement and the Bay County Sheriff's Office.

Applications will be accepted by mail or hand delivered to Bay County Parks & Recreation Division, H.G. Harder's Park located at 8110 John Pitts Road, Panama City , Florida 32404.

For additional information or applications, please contact the Bay County Parks & Recreation Division at (850) 784-4065.

I, _____, of _____,
(Owners Name) (Business)

have read and understand all the ordinances and regulations to conduct my business on the public beaches of Bay County, Florida.

Dated this _____ of _____, 2014.

Beach Vendor Permit Procedures

Upon completion of the application packets, please mail or drop off the completed application packet to Bay County Parks & Recreation Division, 8110 John Pitts Road, Panama City FL 32404.

Parks & Recreation Division will review the application packet. Park staff will verify Beach Vendor's business location to determine the business is within the unincorporated County and eligible for a Bay County Beach Vendor Permit. Park staff will verify application for **all** required documentation and completeness. If any missing/incomplete or inaccurate documentation is determined, Park staff will contact the Beach Vendor and the application process will stop until the Beach Vendor applicant supplies missing &/or accurate documents. After Parks & Recreation Division's approval, the application packet will be forwarded to Risk Management.

A review process by Risk Management will be completed. Verification of required insurance documents, vehicle registrations, titles, and equipment photos will be completed. If any missing/incomplete or inaccurate documentation is determined, Risk staff will contact the Beach Vendor and the application process will stop until the Beach Vendor applicant supplies corrected or required documents. After Risk Management's approval, Bay County Code Enforcement will be notified and the Beach Vendor application will be transmitted to Code Enforcement.

Bay County Code Enforcement will contact the Beach Vendor applicant and arrange a date and time for a physical verification/inspection of the equipment listed on the application. The inspection will be performed at the M .B. Miller County Pier. If any missing/incomplete or inaccurate documentation or equipment is determined, Code Enforcement staff will advise the Beach Vendor applicant and the application process will stop until the Beach Vendor applicant supplies missing &/or accurate documents or equipment. When Code Enforcement inspection is approved, the Code Enforcement officer will sign off on the Beach Vendor application. The Beach Vendor applicant will provide the approved application to the M.B. Miller County Pier. The County Pier attendant will collect the fees and issue the required permit and decals.