

## *Beach Vendor Permits*

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### **Moped, Motor Scooter, Motorcycles, or any other two or three wheeled, self-propelled vehicle**

Please print the application for Mopeds, Scooters & Motorcycles This packet will include the following: (Pages 1-13)

#### **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](http://www.municode.com) Bay County-Code of Ordinances Chapter 24-Traffic Sec 24-95. 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](http://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.



**APPLICATION INFORMATION AND REQUIREMENTS**  
**MOTORCYCLE, MOTORSCOOTER, MOPED OR ANY OTHER TWO OR**  
**THREE WHEELED, SELF-PROPELLED VEHICLE**

Each business renting, leasing or hiring a motorcycle, motorscooter, moped or any other two or three wheeled, self-propelled vehicle within the unincorporated areas of Bay County shall be the subject of a \$10.00 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 each type of vehicle to be rented, including make, model and manufacturer, engine displacement, maximum brake horsepower, maximum seat height from ground and whether equipped with pedals to permit propulsion by human power.
4. The number of vehicles of each type, subject to a continuing obligation to promptly advise the Department of any material change in such number.
5. A description of each type of protective headgear and eye protective device to be used, including manufacture, make model and serial number, if any, and the approximate number of each type.
6. A signed form acknowledging that you have read and understand all ordinances and regulations regarding motorcycle, motorscooter, moped or any other two- or three- wheeled or self-propelled vehicle.

**PLEASE FILL IN ALL BLANK SPACES ON THE APPLICATION. ANY APPLICATION NOT COMPLETED IN ITS ENTIRETEY 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  
MOTORCYCLE, MOTORSCOOTER, MOPED**

OWNER INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Driver License State: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

BUSINESS INFORMATION

Business Name: \_\_\_\_\_

Street Address (Physical Location): \_\_\_\_\_

Business Phone: \_\_\_\_\_

State Sales Tax Number: \_\_\_\_\_

On Site Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**(If contact person changes, you must notify the Parks & Recreation Division-County Pier within 24 hours at 236-3035)**

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Official Use Only

Total Number of Decals Issued: \_\_\_\_\_ x \$5.00 = Decal(s) Fee: \$ \_\_\_\_\_

Registration Fee: \$ 10.00

**Total Amount Paid: \$ \_\_\_\_\_** (Decal fee plus Registration Fee)

Parks & Recreation: Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Risk Management: Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Code Enforcement: Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**MOTORCYCLE / MOTOR SCOOTER / MOPED INFORMATION:**

Type of Vehicle: \_\_\_\_\_ (example: *moped*)

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Engine Displacement: \_\_\_\_\_ Maximum Brake Horse Power: \_\_\_\_\_

Maximum Seat Height From Ground: \_\_\_\_\_ Pedals for Human Power: \_\_\_\_\_

Number of Headgear: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial #(if any): \_\_\_\_\_

Number of Protective Eyewear: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial #(if any): \_\_\_\_\_

Official Use Only

Decal Number Issued: \_\_\_\_\_ Employee's Name: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_ (example: *moped*)

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

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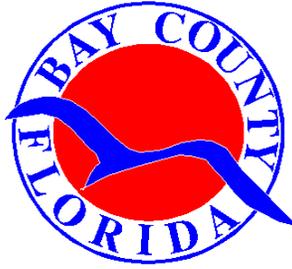
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**Parks & Recreation Division  
8110 John Pitts Road  
Panama City, Florida 32401  
(850) 784-4065**

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](http://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 .**

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

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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.