



Event Vendor Health Permit Application

City of Reading Pennsylvania

Fee: \$10.00

**** APPLICATION MUST BE MADE NO LATER THAN 15 DAYS PRIOR TO EVENT DATE ****

PROPERTY MAINTENANCE DIVISION
HEALTH OFFICE
815 WASHINGTON STREET
ROOM 1-30
READING, PA 19601-3690

PHONE: (610) 655-6214
FAX: (610) 655-6525

Event Name *

Event Date *



Month Day Year

Vendor Name *

List of Food to Be Sold *

Name *

First Name

Last Name

Address *

Street Address (No P.O. Boxes)

Street Address Line 2

City

State / Province

Phone Number *

Please enter a valid phone number.

Email *

example@example.com

Date *



Month Day Year

REQUIRED DOCUMENTATION:

- Current year health permit/license from Municipal or State agency
- Valid Pennsylvania ServSafe Certificate (if applicable)
- Certificate of business liability insurance for above stated business with minimum coverage of \$100,000 per individual and \$500,000 per incident
- Copy of state issued identification (e.g., driver's license)
- Event Business Privilege License (obtained from Citizen Service Center, Rm, 1-27)

THIS APPLICATION IS NOT COMPLETE UNTIL WE HAVE RECEIVED ALL REQUIRED DOCUMENTATION!

Please use the upload link below to include the required documents. If you are not able to upload the information here, please email this information to Health@readingpa.gov or bring it into our offices. It can also be faxed to 610-655-6525 or mailed to: City Hall, 815 Washington St Room 1-30, Reading PA 19601.