

# Application for a License to Conduct a Vending Machine Location

**Instructions:**

1. Complete the applicable sections. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **PORTSMOUTH CITY HEALTH DEPARTMENT**
4. Return check and signed application by\*

to: **PORTSMOUTH CITY HEALTH DEPARTMENT**  
**605 WASHINGTON STREET**  
**PORTSMOUTH, OH 45662**

\* There is a mandatory penalty fee of 25% of the renewal fee for operating a vending machine location after the deadline (Chapter 3717 of the Ohio Revised Code).

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

|                 |       |       |
|-----------------|-------|-------|
| Vending company |       |       |
| Phone #         | Fax # | Email |
| Address         |       |       |
| City            | State | Zip   |

| Location Name | Location Address (include City and Zip) | LHD use only |                |
|---------------|---|--------------|----------------|
|               |   | Audit number | License number |
|               |   |              |                |

*I Herby certify that I am the license holder, or the authorized representative, of the vending machine location(s) indicated above.*

|           |      |
|-----------|------|
| Signature | Date |
|           |      |

**Licensor to complete below**

|             |            |                |                    |
|-------------|------------|----------------|--------------------|
| License fee | + Late fee | + State amount | = Total Amount Due |
| 16.00       |            | 6.00           | 22.00              |

Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

|    |      |               |
|----|------|---------------|
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