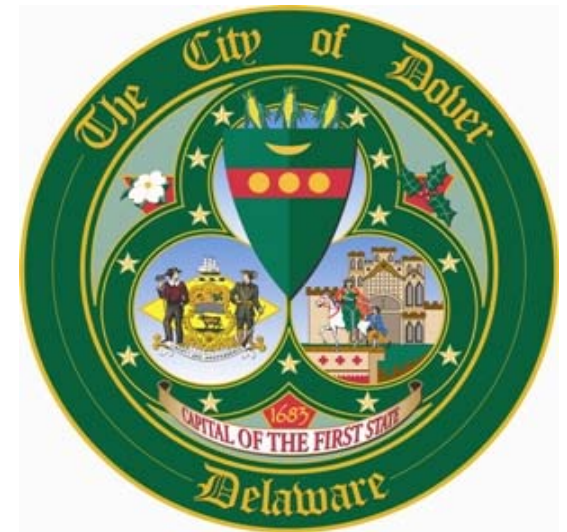

*Contact the City of Dover
Inspections & Planning Dept.
with any questions or concerns.*

*City of Dover
Inspections & Planning
15 Loockerman Plaza
Dover, DE 19901
Phone # (302) 736-7010
Fax # (302) 736-4217
www.cityofdover.com
permitsandlicenses@dover.de.us*

3/2011



Race Week Regulations



City of Dover
Inspections
&
Planning Department

Race Week Regulations

The following regulations will apply during race week:

Licenses:

All vendors will be required to obtain a City of Dover Itinerant Merchant License. All vendors who have more than one location must pay **\$100.00 for each location** and **must** display license at each location. Licenses can be obtained at **City Hall**: 15 Loockerman Plaza, Dover, DE 19901 (2 weeks prior to race week)

Commercial Property Approval:

If a vendor wishes to set up on commercial property, the vendor must obtain **written** permission from the property owner. This written permission may be required when applying for the license. The only exceptions are the lots along Leipsic Road with active businesses. A verbal approval may be given to the inspector.

Food Vendors:

All food vendors must obtain approval from the State of Delaware Department of Health before a license can be issued. Proof will be required to obtain a City Itinerant Merchant License. These vendors will be licensed under the Itinerant Merchant category and charged \$100.00 for **each** location.

Recreational Vehicle Parking

Property owners wishing to provide parking for recreational vehicles must apply for a permit from the City of Dover Licensing Department a minimum of 60 days prior to the race event. All RV parking applications must be accompanied with 2 copies of the parking

plan. If there will be more than five (5) recreational vehicles, a fee will apply.

Signage:

During any seven (7) days prior to or seven (7) days following race weekend, temporary signs may be erected without a permit and with no restrictions on the number or size of the signs.

Inflatable Signs:

Inflatable signs that are **under** 100 square feet follow same guidelines as above however, inflatable signs **over** 100 square feet must meet the following requirements: a Special Event Permit is required with a plan showing the placement of the inflatable sign in respect to utility and electric lines. No banner or sign may be attached to a City owned electric pole or placed any closer to the right-of-way than the height of the inflatable sign, and the sign must be securely anchored to the ground or securely fastened to a building.

Fireworks

Under Delaware law, fireworks of any kind are illegal. (This includes “lanterns”) Fireworks can be confiscated at any time at the discretion of the Fire Marshal. If you have any questions about fireworks, contact the City of Dover Fire Marshal’s Office at 302-736-4457.

After 5:00 pm please contact the Dover Fire Department at 302-736-7168.

Commonly Asked Questions:

When is Race Week?

Race Week is defined as the **7 days prior to the Sprint Cup Race.**

When and Where can we get the License required to be a vendor?

2 Weeks prior to the event, please come to City Hall, or mail to City of Dover, “Planning and Inspections”, 15 Loockerman Plaza, Dover, DE 19901 to purchase your license. You may also send the forms via email to permitsandlicenses@dover.de.us

How long is the License good for?

The license is good for the duration of this event only. A new license must be purchased for each major event.



