



---

## ARTISTS PERMITS AND LICENSE

---

If you are interested in selling visual art in either Jackson Square or Pirates Alley/Royal Street\*, you must first obtain a City-issued Artist A or B permit (mayoralty permit) and an occupational license. This guide will help you understand how to apply, and if you are approved, what general requirements you will need to abide by.

\*See below under Facts and Regulations for a list of locations or page 3 for a map of locations

### **APPLICATION:**

The application process begins with the Bureau of Revenue, which is located on the 1<sup>st</sup> floor of City Hall (1300 Perdido Street, Room 1W15).

**For new applicants, there is a required 30 day waiting period from the day that the application is filed with the Bureau of Revenue.** After the 30 days have elapsed, the Bureau of Revenue will notify the applicant in writing at their provided address that they must appear to secure the permit within 15 days of the notification.

The **new applicant must come to City Hall in person to secure the permit** or they will have to begin the application process again. Renewals are not subject to the waiting period unless the permit holder fails to renew by January 31st of each year. **Renewals must also be done in person** unless the applicant provides medical proof of a disabling illness.

No applicant is guaranteed a Permit.

### **TYPES OF PERMITS AVAILABLE:**

- **A permit:** this permit allows the artist to set up, work, and sell visual artworks in the "Jackson Square set-up area AND the "vicinity of Jackson Square" (see below for under Facts and Regulations for a list of locations or page 3 for a map of locations)
- **B permit:** this permit allows the artist to set up, work, and sell visual artworks ONLY in the "vicinity of Jackson Square" (see below for under Facts and Regulations for a list of locations or page 3 for a map of locations)

*You will also need to obtain an occupational license, which allows you to do business in New Orleans, in addition to the Artist A or B Permit (mayoralty permit), in order to lawfully operate.*

### **ANTICIPATED FEES/COSTS:**

- If approved, a permit fee of \$20.25, which shall be renewed annually;
- If approved, an occupational license fee of \$150.00, which shall be renewed annually;
- If approved, a \$50.00 sales tax deposit;
- An identification card for \$5.00
- Any other applicable fee that may apply.

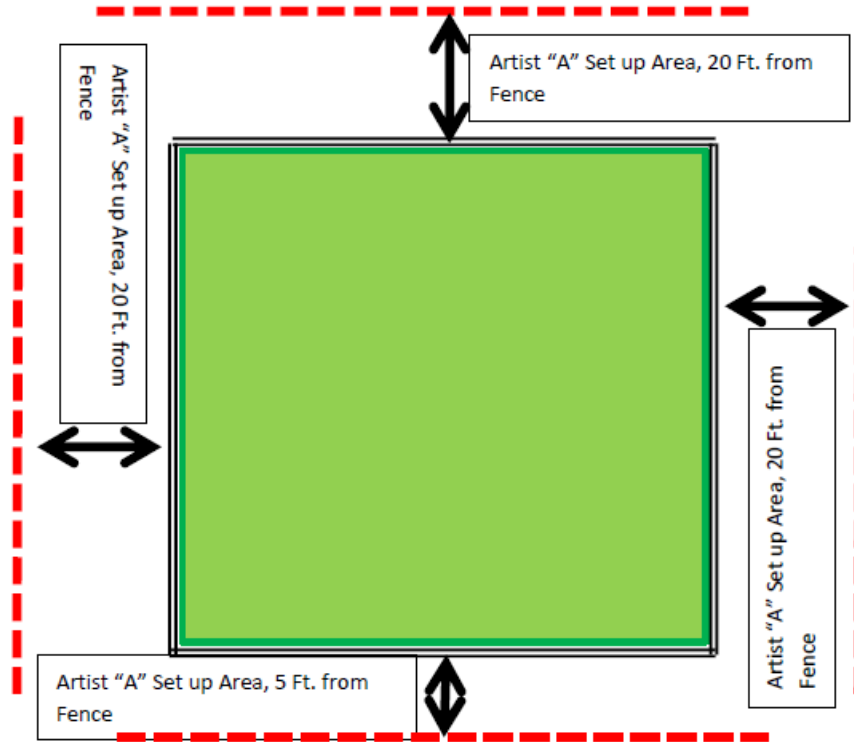
## **FACTS AND REGULATIONS FOR PERMITTED ARTIST VENDORS**

- **Permits and correlating licenses expire on December 31st** and renewals thereof shall be made by January 31st.
- Permit holders who are renewing will be given preference over any application seeking a permit for the same location.
- **The number of Artist A permits issued shall be limited to 200 at any one time.** There is no limit on Artist B permits.
- **All artists must wear their identification badges at all times** when business is being conducted.
- **The mayoralty permit and prices for artwork must be displayed** on a temporary sign no larger than 8.5 x 11 inches at all times during business hours.
- Artists may set up, sell, and take down their displays **between the hours of 5 AM and 6 PM**, 7 days a week.
- During **special events that have in place a Clean Zone**, the hours of operation of the Jackson Square setup area shall be from **5:00 a.m. to 8:00 p.m.**
- **Only A and B permit holders may have furniture in the designated Artist areas** during authorized vending hours.
- Artists may not place their furniture in another artist's space or directly in front of another artist's space.
- **Tents or other coverings (tarps, awnings) must be permitted by the Fire Department. Umbrellas with a diameter of 8 feet or less are exempt and may be used.**
- **Spaces within the two artist areas are available on a first-come, first-serve basis.**
- **Holding spaces, holding spaces overnight, or claiming a space exclusively is not allowed.**
- **Artists may not orally solicit potential customers or in any way attract attention to his or herself, their own work, or their own location when the customers are in another artist's area.**
- **Artists cannot block the sidewalk or pedestrian traffic in any way.**
- **Artists must keep their areas clean from litter and debris.**
- **Artists may only sell 2 dimensional visual art that is meant to be hung.** This can include any sort of painting, sketch, drawing, collage or other item, whether on wood, canvas, or other materials, that can be hung on a flat surface.
- **No artist may sell any other items or engage in any other kind of commercial transaction** outside of selling their own artwork.
- **Artist A Permits are ONLY valid in these locations** (map available on page 3):
  - The Jackson Square set-up area: The area extending 20 feet from the Jackson Square fence on St Peter Street, Chartres Street, and St Ann Street, and 5 feet from the fence facing Decatur Street.
  - Vicinity of Jackson Square: Pirates Alley and the area of the Royal Street sidewalk bounded by Pirates Alley and Pere Antoine Alley.
- **Artist B Permits are ONLY valid in these locations** (map available on page 3):
  - Vicinity of Jackson Square: Pirates Alley and the area of the Royal Street sidewalk bounded by Pirates Alley and Pere Antoine Alley.
- **Artist Permits are NOT valid:**
  - When the City requires the use of its public right-of-way to facilitate projects or events within the right-of-way.

---

## JACKSON SQUARE SET-UP AREA (ARTIST A PERMITS ONLY)

---



---

## VICINITY OF JACKSON SQUARE (SHADED AREA, ARTIST A & B PERMITS)

---

