

SEATTLE STREET-FOOD VENDING CHECKLIST

This checklist provides a list of requirements required to operate a street-food business.

BUSINESS LICENSING

- Obtain a **state** business license and register your trade name (online: <http://bls.dor.wa.gov/file.aspx> ; by mail: State of Washington, Business Licensing Services, PO Box 9034, Olympia, WA 98507-9034;
- Obtain a **city** business license (online: <https://dea.seattle.gov/self/Account/Login/selfHome.aspx>)

MOBILE FOOD TRUCK CONVERSION (Only applies to operators planning on vending from a converted food truck)

- Obtain a Conversion Vendor/Medical Unit Insignia (on site: 315 5th Ave S, Ste 200, Seattle, WA; online: <http://www.ini.wa.gov/TradesLicensing/FAS/Types/VendMed/default.asp>)
 - Applicants are required to create a plan for review and approval.

PUBLIC HEALTH – SEATTLE & KING COUNTY

- Obtain a Mobile Food Unit Permit (on site: 401 5th Ave, Suite 1100E, Seattle, WA 98104; phone: 206-296-4632; online: <http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness.aspx>). Applicants are **required** to submit the following documents:
 - Plan Review Application including **two** sets of your mobile food unit plans;
 - A Commissary Use Agreement Form;
 - Use of Restroom Agreement;
 - Food Preparation Flow Chart;
 - Site or Route Information Form;
 - A detailed menu; and
 - Description of your business operations plan.

SEATTLE FIRE MARSHAL

- Obtain a Annual Liquid Propane Gas (LPG) Permit For Food Vending (on site/mail: 220 Third Ave South, 2nd Floor, Seattle, WA 98104, hours are M-F 8:00 a.m. to 4:30 p.m)
 - **Special Event Fire Permits** can be obtained online: www.cityofseattle.net/fire/FMO/specialevents/SEhome.htm, or phone 206-386-1450 (8206 - Food Vending Heating (FVH) Annual; 8207 - Single).

VENDING IN THE PUBLIC RIGHT-OF-WAY (STREET, SIDEWALK, PUBLIC PLAZA)

SEATTLE DEPARTMENT OF TRANSPORTATION

- Obtain a Street Use Permit (online: http://www.seattle.gov/transportation/stuse_vend.htm; on site: Street Use Division, 23rd Floor, 700 5th Ave, Seattle, WA). The various types of vending permits are listed below:

FOR A CART

- **Sidewalk or Plaza Vending:** Annual; issued based on daytime (6AM – 8PM) or nighttime (8PM – 6AM) use
Certain Plazas may accommodate trucks

FOR A VEHICLE

- **Curb Space Vending:** Permitted for a specific location or time period and occur from:
 - **Designated Food-Vehicle Zone:** Annual; 4-hour weekly increments based on daytime or nighttime use
 - **Temporary Curb Space Activity:** Permit issued in conjunction with a special event

Stadium and Event Center Vending: Monthly or for a 6-month season (cart or vehicle)

Applicants are **required** to submit the following documents for Street Use vending permits:

- Permit Application including **three** sets of your site plans with dimensions of vending unit;

- Copies of Seattle Business License, Health, and Fire permits;
- Provide menu, photo of vending unit, proposed hours and days of use;
- \$1 Million Commercial General Liability insurance with the City of Seattle as an additional insured (see CAM 2102).

VENDING ON PRIVATELY-OWNED PROPERTY (PARKING LOTS, PRIVATE PLAZAS)

DEPARTMENT OF PLANNING AND DEVELOPMENT

- **Obtain an Intermittent Temporary or Permanent Use Permit** (*online:* <http://www.seattle.gov/dpd/permits/commonprojects/streetfoodcarts/default.htm>; *contact:* Darlene Edwards – 206-684-5606, darlene.edwards@seattle.gov). Vending on private property **always** requires the consent of the private property owner or parking lot operator. A permit will not be required for a street-food truck, cart, or trailer parked in an area used for parking in an existing legal parking lot. In this case, the truck, cart or trailer cannot remain there overnight.

VENDING IN PUBLIC PARK

DEPARTMENT OF PARKS AND RECREATION

- **Obtain a Use Permit** (*online:* <http://www.seattle.gov/parks/reservations/feesandcharges/usepermit.htm>)

FOR MORE INFORMATION VISIT <http://www.growseattle.com/start/street-food-vending>