

# Mobile Food Vending Checklist

## LICENSING

### Business Licensing

- Obtain a **Washington 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 of Seattle business license** (online: <https://web7.seattle.gov/FAS/Self/Account/Logon/Home.aspx>; by mail or in person: 700 5<sup>th</sup> Ave, Suite 4250, PO Box 34214, Seattle, WA 98124-4214; <http://www.seattle.gov/Documents/Departments/FAS/Licensing/Seattle-business-license-application.pdf>)
- If operating in other cities outside of Seattle, other city business licenses may need to be obtained. Check with the local jurisdiction for rules and regulations.

## PERMITTING

### Washington State Department of Labor and Industries

- Obtain a **Conversion Vendor/Medical Unit Insignia for food trucks or trailers** (on site: 315 5<sup>th</sup> Ave S, Ste 200, Seattle, WA; online: <http://lni.wa.gov/TradesLicensing/FAS/FoodTruckTrailer/default.asp>)
- Applicants are required to create a plan for review and approval
- Permit application process takes 4-6 weeks from the time of submission
- Food carts **do not** require approval from the Washington State Department of Labor and Industries

### Public Health – Seattle & King County

- Obtain a **Mobile Food Unit Permit** (on site: 401 5<sup>th</sup> Ave, Suite 1100E, Seattle, WA 98104; phone: 206-296-4632; online: <http://www.kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit/mobile.aspx>)
- Applicants are **required** to submit the following documents as referenced in the mobile food service plan guide (<http://www.kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit/~media/depts/health/environmental-health/documents/food-safety/plan-guide-mobile-food-service.ashx>):
  - If operating from a food truck or trailer, you must be approved by the Washington State Department of Labor and Industries before applying for your health permit

- Plan Review Application including two sets of your mobile food unit plans;
- A Commissary Use Agreement Form (must be within King County to operate in King County)
- Use of Restroom Agreement (must be within 200 feet with soap, paper/hand dryer, and hot water that is at least 100 degrees Fahrenheit);
- Food Preparation Flow Chart
- Site or Route Information Form
- A detailed menu
- Description of your business operations plan
- A completed Mobile and Limited Plan Review Cover Sheet

- Permit application process takes about 2 weeks from the time of submission

- King County health permits are not transferrable

- If operating outside of King County, health permit(s) from each respective county may be required. Check with the local jurisdiction for rules and regulations.

## Seattle Fire Department

- **Obtain an Annual Liquid Propane Gas (LPG) Permit for Food Vending** (*on site/mail*: 220 Third Ave South, 2<sup>nd</sup> Floor, Seattle, WA 98104, hours are M-F 8:00 a.m. to 4:30 p.m)
- **Download the application**  
(<http://www.seattle.gov/Documents/Departments/Fire/Business/8206FVH.pdf>) and submit in person, by mail, or by email at [permits@seattle.gov](mailto:permits@seattle.gov)
- **Once submitted**, payment can be made in person, by mail, or over the phone with a credit card

## LOCATION

### Seattle Department of Transportation (for vending in the public right-of-way – streets, sidewalks, and public plazas)

- **Obtain a Street Use Permit** (online: [http://www.seattle.gov/transportation/stuse\\_vend.htm](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 food truck or trailer: 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 day or nighttime use
- Temporary Curb Space Activity: Permit issued in conjunction with a special event

- **For a car, food truck, or trailer: Stadium and Event Center Vending: Monthly or for a 6-month season**

- 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).

- View the various fees for these permits online at:  
[http://www.seattle.gov/Documents/Departments/SDOT/PublicSpaceManagement/Vending\\_Fact\\_Sheet.pdf](http://www.seattle.gov/Documents/Departments/SDOT/PublicSpaceManagement/Vending_Fact_Sheet.pdf)

- Permit application process can take up to 8 weeks from the time of submission

### **Seattle Department of Construction and Inspections (for vending on private property)**

- **A permit will not be required for a street-food truck, cart, or trailer parked if:**
  - Are located in a non-residential zone
  - Have permission from the owner of the property
  - Don't stay there overnight
  - Park in an area used for parking
  - Are located at least 50 feet from any residentially zone property

- **If a permit is required**, get more information about a temporary or permanent use permit online at:  
<http://www.seattle.gov/dpd/permits/commonprojects/streetfoodcarts/default.htm>

- **For any questions about vending on private property**, call DPD at 206.684.8850 or go to DPD's Applicant Services Center for free 20-minute coaching with a land use or permit specialist:  
<http://www.seattle.gov/dpd/aboutus/whoweare/applicantservicescenter/default.htm>

For more information visit: [seattle.gov/restaurants](http://seattle.gov/restaurants)

We speak over 200 languages! If you have questions or need interpretation support, please contact Jennifer Tam at [jennifer.tam@seattle.gov](mailto:jennifer.tam@seattle.gov) or 206.684.3436