



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 5th 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 5th 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 5th 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 500 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, 2nd 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
- **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; 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

- 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/howeare/applicantservicescenter/default.htm>

Seattle Department of Parks and Recreation (for vending at a park)

- Visit seattle.gov/parks/seasonalconcessions

For more information visit: 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 or 206.684.3436