

TEMPORARY VENDING FOR FOOD TRUCKS AND CARTS

Apply for a vending site through the Seattle Services Portal

- Select **Permits – Street Use**
- Open **Short Term Use**
- Select **Temporary Activation**
- In “Project Name” field, put: “Safe Start Temporary Permit,” followed by your business name
- In “Project and Location Description” - please describe in detail your vending proposal, including your 4-hour selected time frame (i.e., 10 am – 2 pm)
- In the “Use Details” section of the application, you’ll need to create one Row for each day of the week you wish to operate in the right-of-way (for example, if you wish to operate just on Friday, Saturday and Sunday, you’ll have 3 rows, if every day of the week, you’ll have 7 rows).
 - > For each row, follow these instructions in this order for the Safe Starts Temporary Permit:
 - **Use Code Description:** Select “Street/Sidewalk Activities” (Vendors: Do NOT choose Temporary Curb Space Vending!!)
 - **Use Code:** This will automatically fill in with “3A”
 - **Side of Street:** Choose side of street where you’ll place your temporary activation
 - **Mobility Type:** Choose based on your plan; this will likely be either Sidewalk or Parking Lane
 - **Closure Type:** Choose “Partially Closed and Accessible”
 - **Use Start Date:** Choose the first day you plan to open your temporary activation (the date should be in the future)

- **Duration (Days):** Fill in “182” (the number of days in a 6-month period)
- **Day of the Week:** You can only choose one day per Use Details row
- **Start Time:** Time of day you will begin setting up in the right-of-way
- **End Time:** Time of day all permitted uses will be removed from the right-of-way
- **Planned Number of Attendees:** Leave this blank
- **Expired Date:** This will automatically fill in

Ensure you have a completed application:

- Complete all required fields in the online application on the Seattle Services Portal
- Food vendors: upload your King County Department of Public Health Mobile Food Unit permit or state if you are exempt (permits expired since the start of 2020 are acceptable)
- Food vendors: Upload your Seattle Fire Marshal permit, if using an open-flame or liquid petroleum gas (LPG) or receipt of pending permit
- All vendors: Upload your Seattle Business License
 - > If you’re a food or flower vendor vending within 50’ of a food or flower retail site, upload a letter or email of support from the retail business owner.



Seattle
Department of
Transportation

Site Plan Documents for vending trucks in curb spaces

- Create a formal site plan (see [CAM 2116](#) for additional information and template available [here](#)); OR
- Provide a photo of your truck which includes the truck's dimensions - length x width.

Site Plan Documents for vending carts on sidewalks or in curb spaces

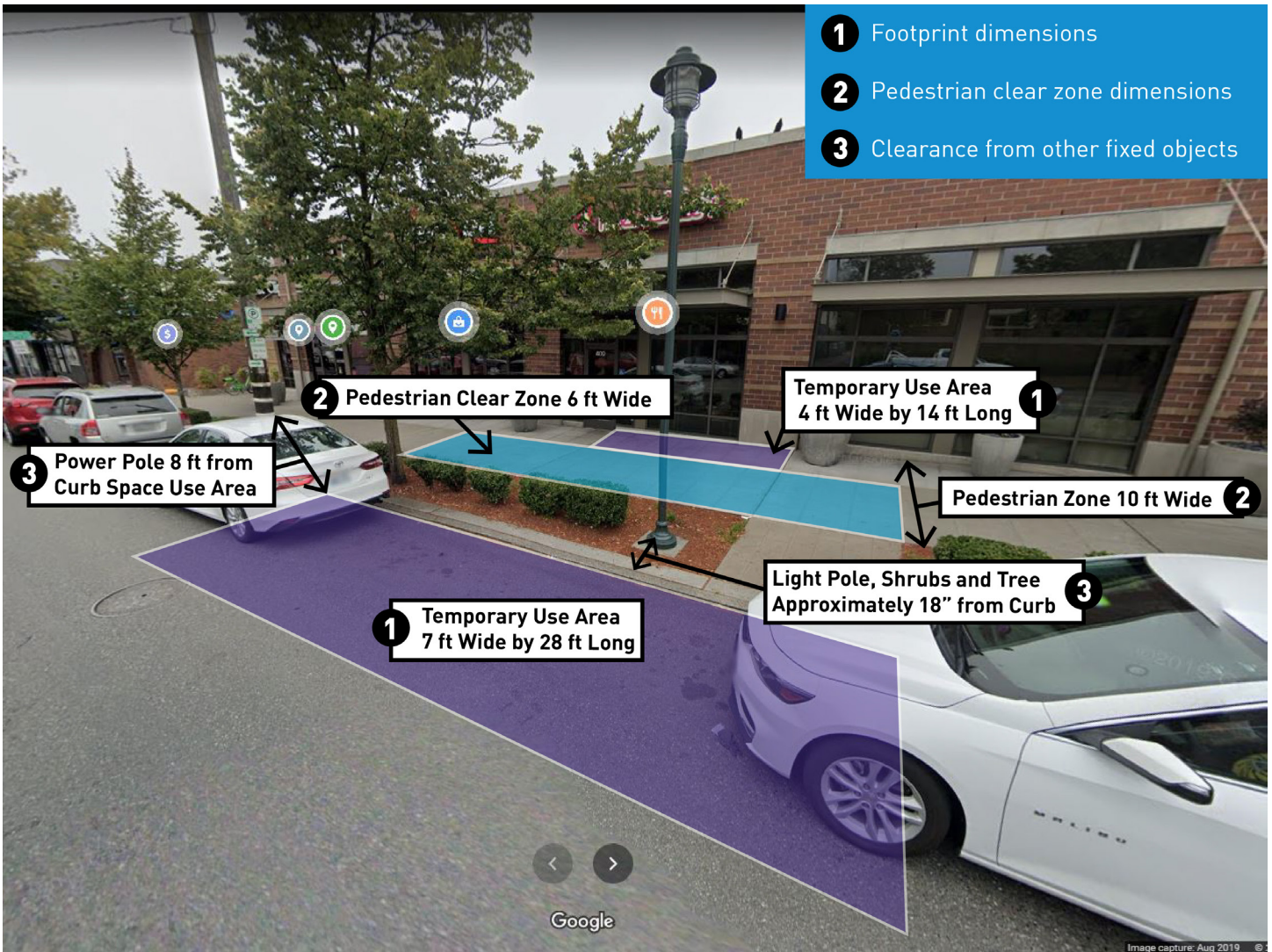
- Create a formal site plan (see [CAM 2116](#) for additional information and template available [here](#)); OR
- Create a photo-based plan with 3 photos following the specific guidelines below.
 - > All 3 photos are required to complete your site plan. One of your photos must show the required dimensions described in Site Plan Details further below. If you'll find it hard to digitally show your footprint on a photo, please "draw" the proposed display area corners or full outline directly on the sidewalk or street using tape or chalk. Do this before you take photos!
 - > Photo #1: Stand about 10 feet away from the proposed vending area footprint and take a photo of the proposed area. If you've pre-marked the corners, capture them in your photo, as well as some background to help identify placement!
 - > Photo #2: Take a similar photo from the other side of the proposed vending area.
 - > Photo #3: Take a front photo from the street side of your vending area, showing the adjacent building frontage and including the footprint area corners.
 - > Choose one of the photos and include all required dimensions. You can do this digitally, or you can print a photo and mark it up by hand.

Site Plan Details: When you create your site plan, it must include all the information listed below. Without this information, your application may take longer for us to review and approve. You'll need to get out your tape measure for this, and clearly indicate on your plan:

- Footprint Dimensions:** Indicate the length and width of the proposed vending area (or truck dimensions for trucks). If you are proposing a vending cart in the "furniture zone" of the sidewalk, you must show the measurement from the edge of the sidewalk (the curb) to the edge of the proposed vending area. You need at least 4' between the curb and the start of your temporary vending area.
- Pedestrian Clear Zone:** If you are proposing vending on a sidewalk, indicate the sidewalk width next to the outdoor vending area footprint to show how pedestrians will travel on the sidewalk. The minimum required pedestrian clear zone is 6 feet in most neighborhoods (an 8 foot minimum width is required in some areas downtown -see Streets Illustrated [section 2.3](#)). NOTE: If there is not enough space for the minimum clear zone, then you may be ineligible for this permit.
- Clearance from other fixed objects:** The sidewalk may include other objects such as light poles, trees, parking meters, hydrants, and bike racks. Please measure the distance from those objects to the edge of your footprint and include these dimensions on your plan.
- Curb space identifier numbers:** If you're proposing a curb space vending operation in a paid parking area, please provide the curb space identifier number(s) ([use this map](#) to find the numbers).

Fencing Details: Fencing is required for all cart vendors in curb spaces. We'll need the following details on fencing.

- Description of fencing, including dimensions, drawing or photo, or description of fencing material. Fencing must be between 30" and 42" high.



An example photo site plan with required dimensions

What's next? Once you have submitted your application for a Safe Starts Temporary permit, here are some additional steps you can take to prepare for launch!

If you plan on using the curb space, in addition to the permit from our team, you'll also need to apply for [Temporary No Parking](#) permits. When you are applying, there's a General Information section and you can select a "reason" for your application. Select "other" and write "Safe Starts Temporary Permit" so we know that your request needs to be expedited.

- For both non-paid and paid parking spaces, you'll need to apply online via the same Seattle Services Portal you use for our application. You'll apply for the "Temporary No Parking Zone (unpaid area)." This generates a **public notice** which must be attached to the No Parking barricades.

- The **public notice** generated will need to be posted to No Parking barricades (T-39 signs) that you could purchase or rent from a barricade company. We recommend setting up the barricades 72 hours before you plan to set up, but they must be up at least 24 hours ahead to be enforceable.

Notify your neighbors of your intended use of the public place at least two days prior to starting your new operation. Follow the guidance in [CAM 2117](#).

Ensure that you hold insurance that meets city requirements. For guidance, see [CAM 2102](#).