



City of Sequim

MOBILE FOOD SERVICE VENDOR PERMIT APPLICATION

Definition and Purpose:

Mobile food service vendor is a subset of fast food restaurants that provides an alternative to traditional sit-down restaurants and by its mobile nature can respond to dynamic and spontaneous consumer demand. The operational nature of a mobile food service vendor warrants permitting procedures and standards tailored to the transient nature of this use.

Applicability:

“**Mobile food service vendor**” is a business that sells meals and non-alcoholic beverages for immediate on-site consumption that are prepared and dispensed from a vehicle (truck, car, trailer, van, or RV) that is not permanently affixed to real property and is not a mobile peddler as provided in Chapter [5.24](#) SMC, a food delivery truck, or a children’s lemonade stand.

Submittal Fee:

Stand-Alone permit: \$200

With Temporary Activity Permit or Special Event Permit: \$115

Please submit all of the items listed on the attached checklist.

FAILURE TO SUBMIT ALL REQUESTED ITEMS (IN A LEGIBLE FORM) WILL DELAY PROCESSING OF APPLICATION.

PROCEDURE:

1. It will take a minimum of 1 to 2 weeks from the date of filing a complete application for a decision application to be made.
2. The applicant must respond to all review criteria contained in this application form for a “Mobile Food Service Vendor Permit”.
3. Any administrative decision regarding a mobile food service vendor permit may be appealed to the Board of Adjustment. The Board of Adjustments decision is final unless appealed to the Superior Court of Clallam County.

MOBILE FOOD SERVICE VENDOR PERMIT APPLICATION

FILE NUMBER: _____

1. **BUSINESS NAME:** _____

2. **APPLICANT INFORMATION:**

Name: _____

Mailing Address: _____

_____ City State Zip

Phone: _____ Fax: _____

Alt. Phone: _____ Email: _____

Status: (Owner, Lessee, Agent, Etc.) _____

3. **PROPERTY OWNER/S:** (If there are more owners, attach an additional sheet with names, addresses, contact information and signatures)

Name: _____

Mailing Address: _____

_____ City State Zip

Phone: _____ Alt. Phone: _____

4. **PROPERTY LOCATION/S:** (If more than one location, provide additional locations on separate pages)

Address: _____

_____ City State Zip

Applicant's Signature **Printed Name** **Date**

Owner's Signature **Printed Name** **Date**

MOBILE FOOD SERVICE VENDOR PERMIT REVIEW CRITERIA

(Please Respond to all Criteria)

SMC 18.65.030

Licenses

1. All mobile food service vendors, including those under contract with the city, shall operate with a current business license, current environmental health services operating and food handler permits, and a current garbage service account.

2. The vendor shall comply with WAC 246-215-061 and 246-215-121, as presently worded and as may be amended

SMC 18.65.040

Location

3. A permitted mobile food service vendor shall only locate and operate within nonresidential zones west of 5th Avenue and east of Brown Avenue; provided, that a vendor with a contractual agreement with the city is limited in location and operation by the terms of the contract.

4. A vendor is allowed only to locate and operate its business temporarily on a developed property with an improved parking lot.

Operations

5. A vendor shall leave the premises at the end of each business day and shall not return to the same location within 48 hours; provided, that this limitation does not apply if a vendor remains at a location less than four (4) consecutive hours in any day and does not return to that same location within three (3) hours (*Add additional pages where necessary to explain your operations*).

SMC 18.65.050

Signage/Trash Collection

6. Each mobile food service vendor business is permitted one portable sign, not to exceed six (6) square feet in area and no more than three (3) feet in height, located within 15 lineal feet of the vendor vehicle service counter on private property.

7. **Secure Trash Containers.** A secure trash container of at least 15-gallon capacity shall be provided for business customer use at the location of the vendor and the vendor shall remove the container and its contents at the end of each business day for trash disposal.

8. Licensed stationary vendor sites shall be cleaned of all debris, trash and litter at the conclusion of daily business activities. At the conclusion of daily business activities at a given location, the mobile vendor shall clean all the public way surrounding his or her vehicle of all debris, trash and litter generated by the vendor's business activities.

Fire Safety

9. No vehicle, other conveyance or temporary stand shall locate closer than 50 feet from flammable, combustible liquid or gas storage and dispensing structures.

10. The vendor vehicle shall be equipped with at least one 2A-40-BC fire extinguisher.

Display

11. All merchandise, goods, wares or food shall only be displayed or offered for sale from the vendor's vehicle.

MOBILE FOOD SERVICE VENDOR PERMIT APPLICATION CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This checklist must be submitted for your application to be reviewed.** If you have any questions, contact the Department of Community Development.

Return this checklist with your application

For Office Use Only

Date Submitted: _____

SUBMITTAL MATERIALS		Applicant	Staff
1	Photos or detailed drawings of the proposed mobile food service vehicle, including any applied graphics.		
2	A proposed mobility plan that lists where the mobile vendor intends to operate, accompanied by a written statement from the property owner of each location that provides permission for the mobile vendor to access and/or occupy the premises for the conduct of the specified business.		
3	A basic sketch plan of each location of short-term occupancy that shows where the mobile food service will operate on the site.		
4	A copy of the business license, current environmental health services operating and food handler permits, and a current garbage service account.		
5	The response to all review criteria is attached.		
6	Payment of the application fee for a Type A-1 decision process as provided in the adopted fee schedule.		