

## 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 5<sup>th</sup> 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 5<sup>th</sup> 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, 2<sup>nd</sup> 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](http://www.cityofseattle.net/fire/FMO/specialevents/SEhome.htm), or phone 206-386-140. (8201 SE – Annual, 8206 – Calendar; 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](http://www.seattle.gov/transportation/stuse_vend.htm); on site: Street Use Division, 23<sup>rd</sup> Floor, 700 5<sup>th</sup> 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/StreetFoodVending/default.asp>; *contact:* Darlene Edwards – 206-684-5606, [darlene.edwards@seattle.gov](mailto: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>