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 5th Ave S, Ste 200, Seattle, WA; [online]: http://www.lni.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 5th 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, 2nd Floor, Seattle, WA 98104; [phone]: 206-296-4632; [online]: http://www.seattle.gov/transportation/stuse_vend.htm)
  - **Special Event Fire Permits** can be obtained [online]: www.cityofseattle.net/fire/FMO/specialevents/SEhome.htm, or [phone] 206-386-1450 (8206 - Food Vending Heating (FVH) Annual; 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; [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 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/commonprojects/streetfoodcarts/default.htm](http://www.seattle.gov/dpd/permits/commonprojects/streetfoodcarts/default.htm); contact: Darlene Edwards – 206-684-5606, 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](http://www.seattle.gov/parks/reservations/feesandcharges/usepermit.htm))