



Interim Mobile Food Vending Unit License Checklist

Project File Number:

Accepted By:

Mobile Vending Business Name:

Date:

Interim Mobile Vending Unit (Food Truck) licenses are valid for one (1) year before needing to be renewed. Annual review will take place in conjunction with City business license renewal. A copy of your Mobile Vending Unit License is required to be displayed conspicuously displayed upon all units. For specific application requirements, please see the requirements in the interim ordinance (Ordinance 1090). For the City to accept the application as complete, submit the following information:

Required Submittal Items

Applicant / Staff Verify

- / Completed Mobile Food Vending Unit Addendum
- / Application fee (\$150)
- / Scaled Site Plan depicting the following:
 - / Vehicle ingress/egress
 - / Location of vending unit, signs, tables, and/or canopies
 - / Site conditions including parcel lines, existing parking, and building footprints
- / City of Lake Stevens Business License
- / Photograph of the vending unit including signs and accessory equipment
- / Proof of approval from the Snohomish Health District
- / Proof of current Washington Vehicle registration
- / Proof of approval by Washington Labor and Industries
- / Concession agreement (if proposed location is within a park, right-of-way, or other public property).
Concession agreements may require the following additional items.
 - / Insurance with proper endorsements
 - / Traffic control plan, as applicable
 - / Electrical plan, as applicable
- / Restaurant owner's written permission if vending unit will be located within 250 of any restaurant.
- / Permission of property owner (must include permission for vendor's employees to use restroom)
- / Other materials required by the Community Development Director