

## CITY OF DES MOINES MOBILE VENDOR BUSINESS LICENSE PACKET

We wish to take this opportunity to welcome you and your business to the community. Des Moines Municipal Code 5.57 requires that all itinerant mobile vendors wishing to conduct business within the City of Des Moines to first secure a license to do so. Attached you will find the following items to assist you in this matter:

- Helpful hints for completing your Mobile Vendor Business License Application.
- A two page Mobile Vendor Business License Application.

Please submit the completed packet, along with the \$100.00 application fee, payable to City of Des Moines, to the City of Des Moines, 21630 11th Avenue South, Suite D, Des Moines, WA 98198. You may apply in person during normal business hours of 8 a.m. to 4:30 p.m. Monday through Friday.

Once again, welcome to the community. We wish you every success in your business venture.

### Attachments

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## Helpful Hints for Completing Your City of Des Moines Mobile Vendor Business License Application



- ✓ Mobile vendors shall be limited to the business of selling food. Food includes all items designated for human consumption, including, but not limited to, ice cream, candy, gum, popcorn, hotdogs, sandwiches, peanuts, soft drinks, coffee and dairy products.
- ✓ Mobile vendor means an itinerant business operator or vendor who conducts business from a vehicle or other conveyance upon public streets, sidewalks, alleys, or other public ways of the City.
- ✓ UBI numbers are required and issued by the Department of Revenue, 919 SW Grady Way, #150, Renton WA 98057. General information telephone number: 1-800-647-7706.
- ✓ You can contact the Seattle-King County Department of Public Health at 206-296-4708. Their office is located at 1404 Central Avenue South, Suite 101, Kent, WA. You must provide us with a copy of all certificates/permits issued by the Department prior to your license being issued.
- ✓ City of Des Moines mobile vendor business licenses are **not** transferable. If your business comes under new ownership, a new business license application must be submitted.
- ✓ The City's tax number for State of Washington Department of Revenue Form Rev. 40- 2406Q, Box 45, Location Code is #1709.
- ✓ Remember, an incomplete application may delay the processing of your license. Be sure to review your application prior to submittal, and include the appropriate fee(s).
- ✓ **NOTE:** No sales are allowed at Marina property, in a City park, designated City rights-of-way, or other City property without a written agreement or franchise therefor as lawfully approved in writing by the City Manager.

***If you have any questions or require more information, please contact the City Clerk's  
office at  
(206) 870-6519, Monday through Friday, 8:00 a.m. to 4:30 p.m.***



# City of Des Moines

21630 11<sup>th</sup> Avenue South  
Des Moines, WA 98198  
206-878-4595

- New Application  
 Renewal\*

## MOBILE VENDOR LICENSE APPLICATION DMMC 5.57

Name of Business \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Home Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ State UBI # \_\_\_\_\_

Drivers License # \_\_\_\_\_ Vehicle License # \_\_\_\_\_

Make, Model, Year, and License # of Vehicle \_\_\_\_\_

Nature of Business and Location (describe in detail) \_\_\_\_\_

\_\_\_\_\_

**NOTE:** Applicant must submit the following information in order for this application to be considered complete:

- A certificate showing that the vendor is carrying the following minimum amounts of insurance:
  1. Public liability insurance in an amount of not less than \$500,000.00 for injuries, including those resulting in death, resulting from any one occurrence, and on account of any one accident, and
  2. Property damage insurance in an amount of not less than \$25,000.00 for damages on account of any one accident or occurrence.
- A copy of all required health certificates/permits as issued by the Seattle-King County Health Department.

**NOTE:** Application Fee of \$100.00 must accompany new applications. Licenses expire December 31 annually.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# City Of Des Moines

## MOBILE VENDOR STANDARDS

DMMC 5.57.150

1. Geographical restrictions. No mobile vendor shall sell or vend from his or her vehicle or conveyance:
  - a. Within 400' of a public or private school grounds during the hours of regular school session, classes, or school related events in said public or private school, except when authorized by said school; or
  - b. Within 300' of the entrance to a business establishment which is open for business and is offering for sale the same or similar product as an item offered for sale by the mobile vendor; or
  - c. Within 300' of a restaurant, café, or eating establishment which is open for business; or
  - d. Within 300' of a public park of the City where a City authorized concession stand is located during times other than during the course of a public celebration except as approved by the City Manager or designate; or
  - e. Within 300' of the Marina or other City property where a City authorized concession stand is located during the course of a public celebration when nonprofit organizations are permitted to engage in the sale of merchandise and food in such park; or
  - f. Within any one block for more than one (1) hour in any four (4) hour period. Except this shall not apply in those situations where the mobile vendor is serving organized and sanctioned community sponsored ball games at public parks and schools provided there is no City approved concession in the park or at the school.
2. No mobile vendors shall conduct business so as to violate any ordinances of the City, including those regulating traffic and rights-of-way, as now in effect or hereafter amended.
3. No mobile vendor shall obstruct or cause to be obstructed the passage of a sidewalk, street, avenue, alley or any other public place, by causing people to congregate at or near the place where food is being sold or offered for sale.
4. No customer shall be served on the street side of the mobile unit. All service must be on the curb side when the mobile unit is on or abutting a public street.
5. All mobile vendors shall provide garbage receptacles for customer use.
6. No mobile vendor shall locate his or her vehicle or other conveyance in such a manner as to cause a traffic hazard.
7. At the conclusion of 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.
8. All mobile vendors preparing food by cooking, frying or other means shall be equipped with at least one 2A-40-BC fire extinguisher.
9. All mobile vendors shall conclude daily business activities at sunset.
10. A separate license shall be required for each vehicle or other conveyance engaged by a mobile vendor.
11. All mobile vendors are limited to the business of selling food.

**EXCERPT**

**CITY OF DES MOINES**

**ORDINANCE NO. 1239**

**Sec. 16. Mobile vendor standards.** All mobile vendors licensed under this ordinance shall conform to the following standards:

(1) Geographical restrictions. No mobile vendor shall sell or vend from his or her vehicle or conveyance:

(a) Within four hundred (400) feet of a public or private school grounds during the hours of regular school session, classes, or school related events in said public or private school, except when authorized by said school; or

(b) Within three hundred (300) feet of the entrance to a business establishment which is open for business and is offering for sale the same or similar product as an item offered for sale by the mobile vendor; or

(c) Within three hundred (300) feet of a restaurant, cafe, or eating establishment which is open for business; or

(d) Within three hundred (300) feet of a public park of the City where a City authorized concession stand is located during times other than during the course of a public celebration except as approved by the City Manager or designate; or

(e) Within three hundred (300) feet of the Marina or other City property where a City authorized concession stand is located during the course of a public celebration when nonprofit organizations are permitted to engage in the sale of merchandise and food in such park; or

(f) Within any one block for more than one (1) hour in any four (4) hour period. Except this shall not apply in those situations where the mobile vendor is serving organized and sanctioned community sponsored ball games at public parks and schools provided there is no City approved concession in the park or at the school.

(2) No mobile vendor shall conduct business so as to violate any ordinances of the City, including those regulating traffic and rights-of-way, as now in effect or hereafter amended.

(3) No mobile vendor shall obstruct or cause to be obstructed the passage of a sidewalk, street, avenue, alley or any other public place, by causing people to congregate at or near the place where food is being sold or offered for sale.

(4) No customer shall be served on the street side of the mobile unit. All service must be on the curb side when the mobile unit is on or abutting a public street.

(5) All mobile vendors shall provide garbage receptacles for customer use.

(6) No mobile vendor shall locate his or her vehicle or other conveyance in such a manner as to cause a traffic hazard.

(7) At the conclusion of 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.

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(9) All mobile vendors shall conclude daily business activities at sunset.