



Mobile Vending Site/Unit License Application

License Fee (New & Renewal): \$25.00

Note: Fee to be paid at the time license is issued.

Licenses will not be issued the same day as application receipt.

(Section 5.30.070 of the PFMC requires all Mobile Vendors and property owners hosting mobile vendors within the city limits have a business license)

_____ New

_____ Renewal

_____ Change in Information

(Please type or print clearly)

Name of Mobile Food Vendor (if applicable): _____

Applicant Name: _____

Physical Street Address: _____

Mailing Address: _____ Phone: _____

Property Owner's Contact (owner/manager) Name: _____

Date Business was Established (Month/Year): _____ Website: _____

E-mail: _____

Make, Model, and License Plate Number of Mobile Vending Unit (if applicable): _____

Type of Vendor (Street or Sidewalk Vendor if applicable): _____

List of Operating Location(s) (if applicable): _____

Zoning: _____

Commissary Address (if applicable): _____

Location of Approved Wastewater Disposal with a Grease Trap: _____

Number of Employees: FT _____ PT _____ Days of Operation: _____ Hours of Operation: _____

This application must provide the following information prior to issuance of the Mobile Vending License:

- A completed application for a mobile food vendors license must be filed with the community development director along with the required fee.
- Copy of approved permit from the panhandle health department;
- Proof of insurance including commercial general liability with a combined single limit of five hundred thousand dollars (\$500,000.00) and product liability with a combined single limit of five hundred thousand dollars (\$500,000.00) per occurrence if vending on city property (including streets and sidewalks);
- The endorsement of the fire marshal evidencing that the requirements of Kootenai county fire and rescue have been met;
- The description, make and model of backflow prevention device on the mobile vending unit; and
- All applications received by the community development director will be reviewed and a final decision to grant or deny the license will be made within thirty (30) days of receipt of a completed application. If a permit is not issued within thirty (30) days, unless the applicant agrees to an extension, the application is deemed denied.

For the purpose of attaining the appropriate approvals cited above, an applicant may request permission to site the intended mobile vending unit at the intended location subject to attaining permission from the property owner and

reviewed and approved by the City. The Mobile Vending Unit can not locate on any given site until a Mobile Vending Site Location approval letter has been issued.

Property owners seeking to host a Mobile Food Vending Unit on a regular basis must first obtain a Mobile Vending Site license. A completed application for a Mobile Food Vendors site license must be filed with the Community Development Director along with the required fee. A Site Plan Review for the Mobile Vending Site may be necessary to ensure the site is built to the PFMC 5.30.080 Mobile Vending Sites and 18.20.130 Site Plan Review Standards (See the Site Plan Review Application).

Any entity denied a license may appeal the denial of a license to the city council by providing a written notice of appeal to the community development director explaining the legal or factual basis of the appeal within ten (10) days after the date of the denial. Mobile food vending licenses are valid for a period of one (1) year from the date of issuance and expire at twelve o'clock (12:00) A.M. Mobile food vending licenses are non-transferrable. (Ord. 1370, 2019)

I hereby acknowledge that I have read and agree to the Post Falls Mobile Vending Operating Requirements and Performance Standards.

Signature: _____ Print Name: _____ Date: _____

CONTACT INFORMATION

City of Post Falls City Hall: (208) 773-3511, Fax (208) 773-8362, www.postfallsidaho.org

Community Development Department: (208) 773-8708, Fax (208) 773-2505, www.postfallsidaho.org

Kootenai County Fire & Rescue: (208) 676-8739, Fax (208)676-0558, www.kootenaifire.com

Post Falls Police Department: (208) 773-3517, Fax (208) 773-3200, www.postfallspolice.com

Post Falls Public Works/Wastewater: (208) 777-9857, Fax (208) 773-0549, www.postfallsidaho.org

Panhandle Health District: (208) 415-5100, www.phd1.idaho.gov

Post Falls Chamber of Commerce: (208) 773-5016, Fax (208) 773-3843, www.postfallschamber.com

State of Idaho Dept. of Licensing: (208) 332-0102, Fax (208)-332-0106, www.idaho.gov/business/licensing.html