



CITY OF DES MOINES MOBILE FOOD VENDOR APPLICATION

Completed application must be submitted at least 3 business days prior to first date of sales

NEW RENEWAL

	FEES	Non-Refundable Amount (if application is denied)
Annual Application Fee <i>(Permits valid March 1 through February 28)</i>	\$570	\$50
DM Fire Department Inspection	\$100	Refundable if no inspection occurs
Cash Bond	\$200	Refundable upon request 120 days after license expires
Meter Hood <i>(2 hoods required for units needing 2 parking spaces)</i>	\$1,180 each	\$25 replacement fee if lost
Meter Hood Deposit	\$35	Refundable upon return

Applicant's Name _____ Age _____ Business Phone _____

Email _____ Mobile Phone _____

Applicant's Address _____ City _____ ST _____ Zip _____

Business Name _____ Website _____

Business Address _____ City _____ ST _____ Zip _____

Vehicle(s) Description _____
(food truck, trailer, tow vehicle, etc.)

License Plate Number(s) _____ Cuisine to be sold _____

Length of Vehicle/Trailer _____
Any motorized vehicle used shall be no larger than 37' long and 8 1/2' wide. Any trailer used together with the tow vehicle shall be no larger than 37' long and 8 1/2' wide. You must purchase two meter hoods if longer than 25 feet, or if you will occupy two spaces.

Length of time applicant has been engaged in the same or similar business _____

Other cities where applicant has conducted business in the past 12 months:

Location where mobile vendor unit will be regularly parked while not in use:

Names of Certified Food Protection Managers with supervisory and management responsibilities employed by the business:

Name and contact information for individual or business responsible for food prepared in a commissary kitchen or other premises, for sale in the mobile vendor unit:

N/A Contact: _____

Businesses or facilities where fat, oil, grease and wastewater generated are disposed of:

Name _____ Address _____ Phone _____

I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE:
APPLICANT SIGNATURE:

Date _____

Please use the checklist below to confirm all the required items are submitted with the application. Fees must be submitted with the application. Make checks payable to the City of Des Moines.

Mobile Food Vendor Application Checklist	
<input type="checkbox"/>	Completed application, acknowledgement form, and fees
<input type="checkbox"/>	Mobile Food Vendor Fire Inspection Form <i>Walk-in inspections available on second and fourth Wednesdays of the month from 8-11a.m. Call Des Moines Fire Department with questions regarding inspections - 515-283-4240</i>
<input type="checkbox"/>	Copy of State of Iowa Retail Sales Tax Permit <i>Issued by the Iowa Department of Revenue - 515-281-3114</i>
<input type="checkbox"/>	Copy of the appropriate State-issued Mobile Food Unit License for the mobile vendor vehicle. Not required if selling only pre-packaged food that does not require hot or cold holding procedures. <i>Issued by the Iowa Department of Inspections and Appeals - 515-725-5342</i>
<input type="checkbox"/>	Copy of the appropriate food establishment license issued by the Iowa Department of Inspections and Appeals for any commissary kitchen or other premises where food is prepared for sale from the mobile vendor unit (if applicable). <i>Issued by the Iowa Department of Inspections and Appeals - 515-725-5342</i>
<input type="checkbox"/>	Past due City fines or charges must be paid prior to license issuance (parking tickets, camera citations, etc.)
<input type="checkbox"/>	Copy of Certified Food Protection Manager(s) certifications for an employee with supervisory and management responsibilities and the authority to direct and control food preparation and service. <i>See certification information sheet included with this packet for class options.</i>
<input type="checkbox"/>	Copy of applicants Driver's License
<input type="checkbox"/>	\$1,000,000 Automobile Liability Insurance (Food Truck or Tow Vehicle) <i>(details below)</i>
<input type="checkbox"/>	\$1,000,000 Commercial (Business) Liability Insurance <i>(details below)</i> Municipal Code --Sec. 78-205. Insurance. a) Every mobile vendor shall maintain liability insurance for operation of the mobile vendor vehicle, or the tow vehicle if the mobile vendor vehicle is a trailer, and provide proof of the following coverages in its application for a mobile vendor license and any time upon request by the city clerk: (1) An insurance policy or policies, or certificate of insurance, issued by an insurance company having an A.M. Best rating of no less than B+. The policy(ies) shall include commercial general liability insurance coverage and automobile liability insurance coverage, or the equivalent thereof, for the owner of the mobile vendor vehicle and tow vehicle if applicable, and for the mobile vendor business if different from the vehicle owner. The commercial general liability insurance shall include coverage for bodily injury, death and property damage with limits of liability of not less than \$1,000,000.00 per occurrence and aggregate combined single limit. The automobile liability insurance shall include coverage for bodily injury, death and property damage with limits of liability of not less than \$1,000,000.00 per occurrence, combined single limit. (2) The certificate of insurance referred to in this section shall provide that the insurance policy or policies have been endorsed to provide 30 days advance written notice of cancellation, 45 days advance written notice of non-renewal, and ten days advance written notice of cancellation due to nonpayment of premium, and that these written notices shall be provided by e-mail, facsimile, delivery or regular mail to the city clerk. (3) The cancellation or other termination of any required insurance policy shall automatically revoke and terminate the mobile vendor license, unless another policy(ies), complying with this section, shall be provided and in effect at the time of such cancellation or termination. The city clerk shall immediately issue written notification of the revocation of the mobile vendor license.

FOR CLERK'S OFFICE USE

Date	Amount Received	Cash / Check / Charge
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City Clerk's Office
 City of Des Moines
 1200 Locust Street, Des Moines, IA 50309
 Phone – 515-283-4209 / cityclerk@dmgov.org

MOBILE FOOD VENDOR ACKNOWLEDGEMENT FORM

INITIAL	
	APPLICATION
	I understand that any changes to the information I provided on the application must be submitted to the City Clerk’s Office within 3 business days
	I agree to keep the required insurance in place during the term of the permit
	I understand that Mobile Vendor licenses are not transferable between individuals or businesses, but may be transferred to another Mobile Vendor Vehicle/Unit after notification to the City Clerk
	ZONES/PARKING
	I understand that there are 4 established zones for use by Mobile Food Vendors, and that these zones may be changed from time to time, and that the City will notify me via email of such changes
	I understand that I cannot conduct sales and that I cannot be parked in one of the designated Mobile Vendor Zones between the hours of 1:30 am and 5:30 am. Sales must stop at 1:30 am but the Food Truck may remain, if necessary, until 1:45am
	I understand that I cannot set up within the affected block and within 2 blocks of the affected blocks of a City of Des Moines permitted street use event
	I understand that I need to be sensitive to outdoor events and venues, (near weddings, festivals, Brenton/Estes, etc.)
	I understand that I must lawfully park my vehicle in a metered, parallel parking space in a Mobile Vendor Zone
	I understand that I cannot use a handicapped parking space
	I understand that I cannot conduct sales within 100 feet of any public entrance into the waiting or service area street level restaurant which derives at least 50% of its gross receipts from the sale of food for immediate consumption on the premises, during the hours the restaurant is open for business
	I understand that if a public official requests that I vacate a location, (for an emergency or street and utility repair purposes), I must comply
	MOBILE UNIT
	I understand that I must conduct my business within a fully enclosed space within the mobile vendor vehicle
	I understand that any trailer used may be detached from the tow vehicle for leveling, but the tow vehicle must remain in front of the trailer at all times while parked in the Mobile Vendor Zones, and be able to be moved upon request
	I understand that I must display my Mobile Vendor Permit and my State Sales Tax Permit in a manner to be visible to all persons seeking to conduct business
	I understand that I cannot have a second story or any interior space used for customer service or seating.
	PARKING METER HOODS
	I understand that meter hoods should only be used in the Mobile Vendor Zones, and cannot be placed between the hours of 1:30 am and 5:30 am
	I understand that I must only use my City-issued meter hood(s) to cover the parking meter associated with the on-street location I’m using
	I understand that I cannot place a meter hood over a meter for a parking space that is then occupied
	I understand that the City may temporarily remove my meter hood to allow access to remove coins, to make repairs, or to allow another hood to be placed underneath in anticipation of work the following day. The City will be responsible for returning my meter hood over the top of the other hood
	I understand that the City can remove my meter hood if it is found being used improperly
	I understand that I cannot place my meter hood over another meter hood
	I understand that if my vehicle, or tow vehicle with trailer, exceeds one parking space, I must use 2 meter hoods
	REGULATIONS/CONDUCT
	I understand that I must comply with City’s Noise Control Ordinance, and that no person shall attempt to sell anything by shouting or raised voices
	I understand that I cannot place any tables, chairs, furniture, equipment, signage or other material on the ground, streets or sidewalks
	I understand that I must provide one or more trash receptacles readily accessible to customers either in or attached to the Mobile Vendor unit. All trash receptacles and all accumulations of trash and litter shall be removed from the site by the vendor before departing
	I understand that I cannot conduct sales from outside of the vehicle, and that sales shall only be conducted on the sidewalk side
	I understand that I cannot sell to any person situated in a motor vehicle, except to reasonably accommodate a customer with a disability
	I understand that all fat, oil, grease and wastewater shall be disposed of at the business or facility identified on the application, and shall be disposed of in compliance with applicable regulations
	I understand that violations of this ordinance shall be considered a municipal infraction
	I understand that my State-issued Mobile Food Unit License requires that I provide access to restrooms for my employees
	I agree to keep the City informed of suggestions or issues experienced



On-Street Mobile Vendor Zones



Disclaimer: This map is approximate and may not be complete. City assumes no liability for accuracy. Consult sources listed to verify information.

Sources: City of Des Moines Engineering, Parks and IT

Date: 11/22/2016
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<http://maps.dmgov.org/docs/maps/mobilevendorzones.pdf>



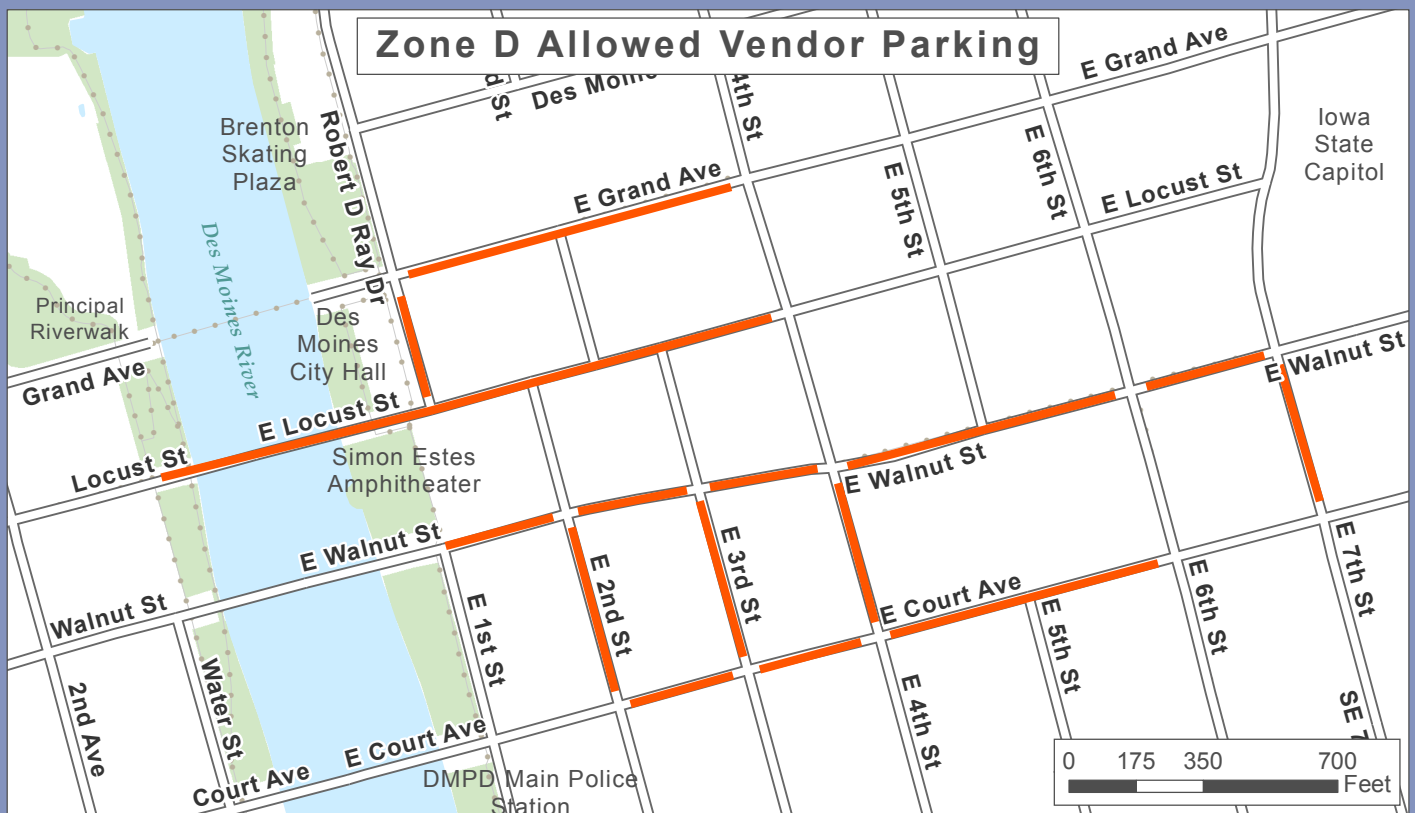


On-Street Mobile Vendor Zones

Zone C Allowed Vendor Parking



Zone D Allowed Vendor Parking



Disclaimer: This map is approximate and may not be complete. City assumes no liability for accuracy. Consult sources listed to verify information.

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<http://maps.dmgov.org/docs/maps/mobilevendorzones.pdf>



How to Schedule Your Fire Inspection

Logistics

Walk-In Inspections — No Appointment Needed

- **When:** Every 2nd and 4th Wednesday of the month
- **Hours:** 8:00 a.m. – 11:00 a.m.
- **Where:** Des Moines Fire Department, 2715 Dean Avenue, Des Moines, IA 50317
- **Park on the EAST side** of the building (near the American flag), along E. 28th Street or in the parking area
- Your vehicle must be **FULLY SET UP** when you arrive — cooking equipment installed and ready to show
- Inspections are **first-come, first-served**
- Questions email: firedept@dmgov.org



Satellite view of 2715 Dean Ave, Des Moines IA 50317

CERTIFIED FOOD PROTECTION MANAGER – CERTIFICATION COURSES

Iowa State University Health and Human Sciences Extension and Outreach
800-262-3804

<http://www.extension.iastate.edu/foodsafety/>

Iowa Restaurant Association
515-276-1454

http://www.restaurantiowa.com/en/education_training/servsafe/

360 Learn2Serve

<http://www.learn2serve.com/food-manager-certification>

National Registry of Food Safety Professionals
800-446-0257

<http://www.nrfsp.com/>

ServSafe

1-800-765-2122

<http://www.servsafe.com/home>

CERTIFICACIÓN EN ESPAÑOL DE GERENTE DE ALIMENTOS

- Iowa Restaurant Association
Ana Rodriguez 515-635-5754
<https://www.restaurantiowa.com/product/inscripcion-clase-servsafe/>
- Iowa State University Extension and Outreach
Mary Krisco 515-957-5787
<http://www.extension.iastate.edu/foodsafety/>

FOR MORE INFORMATION ON FOOD SAFETY REQUIREMENTS:

Food Safety Bureau

Iowa Department of Inspections, Appeals, & Licensing

6200 Park Avenue, Suite 100, Des Moines, Iowa 50321-1270

515-725-5342 (DIAL Office)

TRANSIENT MERCHANT & MOBILE FOOD VENDOR PERMIT FACTS AND INFORMATION

Everyone who wishes to sell food, beverages, or merchandise in Des Moines from a vehicle, trailer, pushcart, or temporary structure (non-food items only) must have a *transient merchant license* or *mobile vendor license*. These licenses **do not** allow vendors to operate on sidewalks, alleys, driveways or streets.

Transient merchants may only be located on private properties which have a current premise permit. Transient merchants may sell food, beverages, and non-food items.

Mobile vendors may operate at parking meters in designated downtown zones and may also be located on private properties with a current premise permit. Parking meters must be covered with the meter hood(s) issued with a license. Mobile vendors may sell food and beverages for immediate consumption only.

Premise permits are issued to private property owners who wish to host a transient merchant or mobile vendor on their property. Properties must be in commercial or industrial areas. Vendors may only operate between certain hours, and all equipment, structures, garbage, and vehicle/trailers must be removed during prohibited hours.

WHEN IS A LICENSE NOT REQUIRED?

A license is not required for the following activities, but you must still follow the restrictions outlined in Section 78-74 of the Des Moines [Municipal Code](#). You may contact Zoning (515-283-4207) for setup information, and you must obtain property owner permission.

- Yard sales (twice a year)
- Selling unprocessed raw fruits or vegetables
- Selling natural Christmas trees during November and December
- Selling by a 501(c)(3) organization for a limited time, not more than three consecutive days in any seven-day period.
- Sales conducted on property zoned for retail sales use owned by a non-profit corporation. These sales must be sponsored by the non-profit and are limited to weekends June-August.
- If you are part of a group with a street closure permit for a special event
 - Contact your event coordinator for requirements.
- Sale of food located within Cowles Commons.

HOW DO I GET A TRANSIENT MERCHANT OR MOBILE VENDOR LICENSE?

Applications are available from the City Clerk's Office in person or [online](#). Applications will only be accepted with all the required documents and fees. Licenses are not transferrable. A checklist of required items is included with the application.

You must apply at least three business days in advance of the license being issued. All past due City fines or charges must be paid (parking tickets, camera tickets, false alarms, etc.)

TRANSIENT MERCHANT & MOBILE FOOD VENDOR PERMIT FACTS AND INFORMATION

HOW DO I GET A PREMISE PERMIT?

Premise permit applications are available from the City Clerk's Office in person or [online](#) and must be completed by the property owner. Contact the Zoning Department (515-283-4207) for assistance with getting a map, or with questions regarding locations.

- Annual licenses are \$100.
- A map showing the location of the vendor setup must be submitted with the application.
- Premise permits will only be issued in commercial and industrial zones – no residential areas.

WHAT ARE THE FEES?

Transient Merchant:

- Annual license - \$570 (One year from date of license issuance)
- 30-day license - \$220 (consecutive days)
- 3-day license - \$150 (consecutive days)
- Fire Inspection - \$100 (subsequent inspections on the same vehicle are at no charge)
- Cash Bond* - \$200 (refundable on request, 120 days after expiration of license)

First year total: \$870 for annual license, subsequent years \$570

Mobile Vendor:

- Annual license - \$570 (License valid from March 1 – February 28)
- Fire Inspection - \$100 (subsequent inspections on the same vehicle are at no charge)
- Cash Bond* - \$200 (refundable on request, 120 days after expiration of license)
- Meter Hood - \$1,180 (two hoods are required if more than one parking space is used)
- Meter Hood Deposit - \$35

First year total: \$2085 for annual license, subsequent years \$1750

Premise Permit:

- Annual license - \$100

*Cash bonds can be paid by check, cash, or credit card. The bond is a one-time fee and can be refunded on request four months after sales stop if no claim has been made on the bond.

TRANSIENT MERCHANT & MOBILE FOOD VENDOR PERMIT FACTS AND INFORMATION

I WANT TO:

- Park on the street
 - At meters in the four downtown mobile vendor zones - you will need a Mobile Vendor License. Contact the City Clerk's Office for information and maps of these zones.
 - Areas other than the downtown zones – parking on the street is prohibited. Contact the City Clerk's Office about acquiring a Premise Permit if there is a non-residential property you would like to sell from.
- Participate in a special event
 - If the street is closed for the event, contact the event coordinator. You will not need a transient merchant license if not required by the event, and there is a street closure permit for the event. You may still need a fire inspection.
- Park on a certain property
 - The property will need a current premise permit. Premise permits are not issued for residential properties.
- Sell from a sidewalk, alley, or driveway
 - Selling from these areas is prohibited
- Sell in a park
 - Certain parks allow mobile food vendors or transient merchants with a current license – contact the Park and Recreation Department at 515-237-1386 or apply for a 1-day or Annual permit [online](#) through the Parks and Recreation catalog. The permits are under the Facility Rentals section.
- Cater for a wedding, birthday, employee appreciation event, etc.
 - The vehicle must either be parked on a property with a current premise permit, or be a mobile vendor parked on a designated downtown street.
- Sell food from a table, grill, or barbeque
 - Food cannot be served from tables, grills, or barbeques. The state does not issue a Mobile Food Unit license for these activities.
- Sell around the fair grounds during the State Fair.
 - Selling from streets, sidewalks, alleys, or driveways is prohibited. Vendors must be located only on properties with a current premise permit and must have a current transient merchant or mobile vendor license.

WHAT ARE THE RULES?

- License and State Sales Tax Permit must be displayed and visible to all customers.
- All equipment, temporary structures, garbage, trailers, and vehicles must be removed from the premises when the business is not open and during prohibited hours.
- You can have one sign, not more than 24 square feet in area, that is securely anchored. It must be located outside the required front yard setback area.
- You may only operate on a premise with a current premise permit, and only one transient merchant license holder may operate on premises at a time.
- Refer to the Acknowledgement Form on the application or the City ordinance for additional rules and regulations. You may contact the City Clerk's Office for information or questions.

TRANSIENT MERCHANT & MOBILE FOOD VENDOR PERMIT FACTS AND INFORMATION

WHAT ACTIVITIES DOES THE LICENSE NOT COVER?

Selling from a sidewalk, street, alley, driveway access, or public way is prohibited – for instance, you cannot use a pushcart or bicycle to sell from these areas, you must be located on a licensed premise.

Transient merchants or mobile vendors may not operate in a residential area.

If selling food, you must have a Mobile Food Unit License issued by the state. Food cannot be served from tables, grills, or barbeques. The state does not issue a Mobile Food Unit license for these activities.

WHO DO I NEED TO CONTACT?

CITY CLERK'S OFFICE

515-283-4209

https://www.dsm.city/departments/city_clerk/business_licenses_and_permits.php
cityclerk@dmgov.org

1200 Locust Street, Des Moines, IA 50309

Hours: 8am-5pm Mon-Fri

- Applications & general questions

ZONING DIVISION

515-283-4207

https://www.dsm.city/departments/neighborhood_services/zoning_enforcement.php
dz@dmgov.org

1200 Locust Street, Des Moines, IA 50309

Hours: 8am-4:30pm Mon-Fri

- Assistance with site plans
- Reviewing site plans
- Enforcement of violations

IOWA DEPARTMENT OF REVENUE

515-281-3114

<https://tax.iowa.gov/>

Hoover State Office Building, 4th Floor

1305 E. Walnut Street

Hours: 8am-4:30pm Mon-Fri

- Retail Sales Tax Permits

TRANSIENT MERCHANT & MOBILE FOOD VENDOR PERMIT FACTS AND INFORMATION

IOWA DEPARTMENT OF INSPECTIONS, APPEALS, AND LICENSING - FOOD SAFETY BUREAU

515-725-5342

<https://dial.iowa.gov/i-need/licenses/food-hotels/apply-food-license>

6200 Park Avenue, Ste 100, Des Moines, IA 50321

Hours: 8:30am - 4:30pm Mon-Fri

- Mobile Food Unit Licenses
- Food Service Establishment Licenses
- Home Food Processing Establishments

DES MOINES FIRE DEPARTMENT

515-283-4240

firedept@dmgov.org

https://www.dsm.city/departments/fire/events_mobile_vendors.php

2715 Dean Avenue, Des Moines, IA 50317

- Fire inspections
 - 2nd and 4th Wednesday of the month from 8am-11am.
 - First come, first served
 - Park on the EAST side of the building near the American flag, along E 28th Street or in parking area.