



## CITY OF DES MOINES MOBILE FOOD VENDOR APPLICATION

Complete 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 <i>(First time applicants only - renewal inspection for the same vehicle are at no charge)</i>	\$100	Full amount refunded if inspection does not take place.
Cash Bond	\$200	Refundable 120 days after expiration of the license
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	Fully refundable

Applicant's Name \_\_\_\_\_ Age \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Alternate Phone \_\_\_\_\_

Applicant's Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

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

Business Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

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.*

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:  
\_\_\_\_\_

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 - 515-281-6538</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 – 515-281-6538</i> Provide contact information for individual or business responsible for operation of such kitchen or premises: Name _____ Address _____ Phone # _____
<input type="checkbox"/>	Paid receipts for any past due City fines/charges, (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>
<input type="checkbox"/>	<b>Municipal Code --Sec. 78-205. Insurance.</b> a) Every mobile vender shall maintain liability insurance for operation of the mobile vender vehicle, or the tow vehicle if the mobile vender vehicle is a trailer, and provide proof of the following coverages in its application for a mobile vender 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 vender vehicle and tow vehicle if applicable, and for the mobile vender 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 vender 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 vender license.

#### FOR CLERK'S OFFICE USE

Date	Receipt #
Amount received	CC001010 455285 Cash / Check / Charge

City Clerk's Office  
 City of Des Moines  
 400 Robert D. Ray Drive, Des Moines, IA 50309  
 Phone – 515-283-4209

## MOBILE FOOD VENDOR ACKNOWLEDGEMENT FORM

INITIAL	
	<b>APPLICATION</b>
	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 transferrable between individuals or businesses, but may be transferred to another Mobile Vendor Vehicle/Unit after notification to the City Clerk
	<b>ZONES/PARKING</b>
	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 am not able to 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 (blue meter) or a designated 30-minute parking space (green meter)
	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
	<b>MOBILE UNIT</b>
	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.
	<b>PARKING METER HOODS</b>
	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 I cannot place my meter hood over any "Residential Parking" meters
	I understand that if my vehicle exceeds one parking space, I must use 2 meter hoods
	<b>REGULATIONS/CONDUCT</b>
	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

## FPB POLICY 2016-1: Mobile Food Vendors

Created: January 22, 2016 Effective Date: **July 7, 2016** Immediately  
From the Office of the Fire Prevention Bureau – Phone (515) 283-4240



This policy is promulgated in accordance with Section 104.1 of the 2018 International Fire Code (IFC) and is an official interpretation of Chapter 46, Article XVIII, Division 5, "Mobile Food Vehicles", of the City of Des Moines Municipal Code.

**The following shall apply to any mobile vendors who sell food, other than prepackaged items that do not require hot or cold handling procedures, within the City of Des Moines.**

### **Requirements:**

**Exhaust Hood:** A Type I hood (with fire suppression system) shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors. Commercial kitchen exhaust hoods shall comply with the requirements of the *International Mechanical Code*.

**Maintenance.** Hoods shall be inspected, tested, and maintained in accordance with **IFC 2018 Section 607**.

**Inspections and tests.** Kitchen hood extinguishing systems shall be inspected and tested at least every six months by a State of Iowa licensed fire protection contractor.

**Fire extinguishers.** In accordance with IFC, edition 2018, section 906, an approved 2A:20B:C rated dry chemical fire extinguisher shall be provided on or within the mobile vendor vehicle or trailer. An approved Class K rated fire extinguisher shall be provided within 30 feet (9144 mm) of cooking operations involving solid fuels or vegetable or animal oils and fats.

**Liquefied petroleum gas (LP-gas).** LP-gas shall be in accordance with NFPA 58, 2020 edition, section 6.26.

**Maximum number and quantity.** A maximum of two LP-gas containers with a total aggregate water capacity of 50 gallons (190 L) is permitted at one mobile vendor.

**LP-gas cylinder hoses.** Hoses shall be designed for a working pressure of 350 psig (2413 kPa) with a safety factor of 5 to 1 and shall be continuously marked with LP-GAS, PROPANE, 350 PSI WORKING PRESSURE, and the manufacturer's name or trademark. Hose assemblies, after the application of couplings, shall have a design capability of 700 psig (4826 kPa). Hose assemblies shall be leak tested at the time of installation at not less the operating pressure of the system in which they are installed.

**Location.** Mobile food vehicles shall not be located within 20 feet (6096 mm) of buildings, tents, canopies or membrane structures.

Exception: When mobile food vehicles are positioned on public streets, the distance from buildings may be reduced to 5 feet.

**Inspection.** All mobile vendors who sell food other than prepackaged items that do not require hot or cold handling procedures shall be required to have a fire inspection as part of the licensing process. Only after a mobile vendor has applied through the City Clerk's office and paid the appropriate fees shall the vendor contact the DMFD Fire Prevention Bureau at 515-283-4240 or [firedept@dmgov.org](mailto:firedept@dmgov.org) to schedule an inspection.

Any comments or questions regarding the above information may be submitted to:

Office of the Fire Marshal  
City of Des Moines Fire Department  
Fire Prevention Bureau  
2715 Dean Avenue  
Des Moines, Iowa 50317  
Office: (515) 283-4240  
Fax: (515) 283-4907  
Email: [firedept@dmgov.org](mailto:firedept@dmgov.org)

# MOBILE FOOD VENDOR INSPECTION FORM

Updated: November 2022

From the Office of the Fire Prevention Bureau – Phone (515) 283-4240



Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_  
Email \_\_\_\_\_  
Truck/Trailer manufacturer \_\_\_\_\_ model \_\_\_\_\_ license Plate \_\_\_\_\_

References: NFPA 58, 2017 edition; International Fire Code, 2018 edition

	<u>NOTES</u>
<input type="checkbox"/> <b>LP System</b> NFPA 58, IFC	
<input type="checkbox"/> Cylinders max. 2 cylinders & 200 pounds total IFC 319.8.1	
<input type="checkbox"/> Condition and hydrostatic date 5.2.2	
<input type="checkbox"/> Securement IFC 319.8.2	
<input type="checkbox"/> Shutoff valve readily accessible 6.26.4.1	
<input type="checkbox"/> Caution plate 6.24.7.10	
<input type="checkbox"/> Location 6.26.3.3	
<input type="checkbox"/> Regulators (two-stage) 6.26.4.2 (B)	
<input type="checkbox"/> Hoses 350psi marked LP gas 5.11.6.4	
<input type="checkbox"/> Fixed piping 6.26.5	
<input type="checkbox"/> Fastened 6.26.5.1	
<input type="checkbox"/> Flexible appliance connectors ANSI Z21.69-rated IFC 319.5	
<input type="checkbox"/> Protection at pass-through points 6.26.5.1 (H)	
<input type="checkbox"/> <b>Exhaust Hood Type I</b> IFC section 607	
<input type="checkbox"/> Filters	
<input type="checkbox"/> Cleaning	
<input type="checkbox"/> Tags	
<input type="checkbox"/> Fire extinguishing system	
<input type="checkbox"/> <b>Fire Extinguishers</b> IFC section 906	
<input type="checkbox"/> 2A:10BC (4 lb)	
<input type="checkbox"/> Class K (1.5 Gallon Min.)	
<input type="checkbox"/> <b>Egress</b> NFPA 58 section 6.26.7.9	
<input type="checkbox"/> <b>LP gas alarm</b> IFC 319.8.5	
<input type="checkbox"/> <b>Electrical</b> IFC 604	
<input type="checkbox"/> <b>General House Keeping / Storage</b> IFC 315.1	

Based on the inspection completed above, the mobile food vehicle referenced in the information above **DOES / DOES NOT** (circle one) demonstrate **substantial compliance** with the adopted codes, standards, and policies of the City of Des Moines Fire Department as witnessed on the date below.

Inspector \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Vendor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## Mobile Food Vendor Vehicle Inspections

Food Trucks are inspected the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month from 8:00-11:00 a.m. All inspections will occur on a first-come, first-served basis. Please park on the EAST side of the building (near the American flag), either along E. 28<sup>th</sup> Street or in the parking area.

Address is:

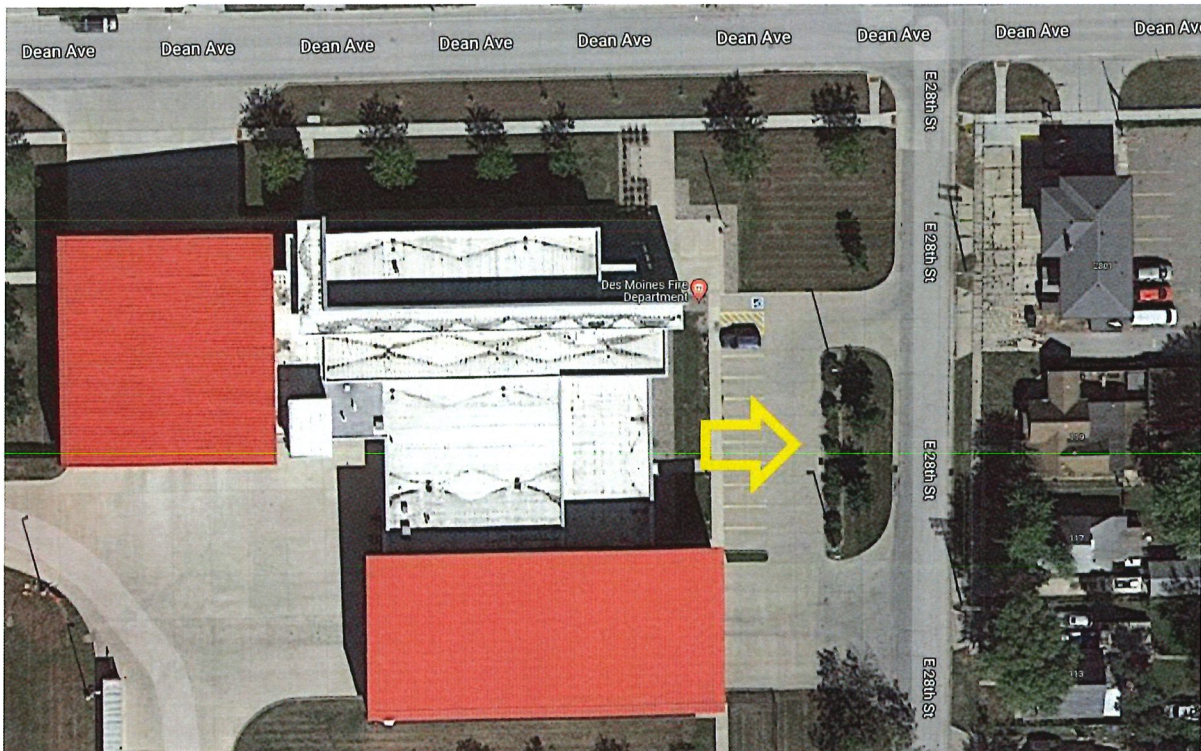
Des Moines Fire Dept  
2715 Dean Avenue  
Des Moines, IA 50317

515-283-4240

[Firedept@dmgov.org](mailto:Firedept@dmgov.org)

Please be prepared with the following information:

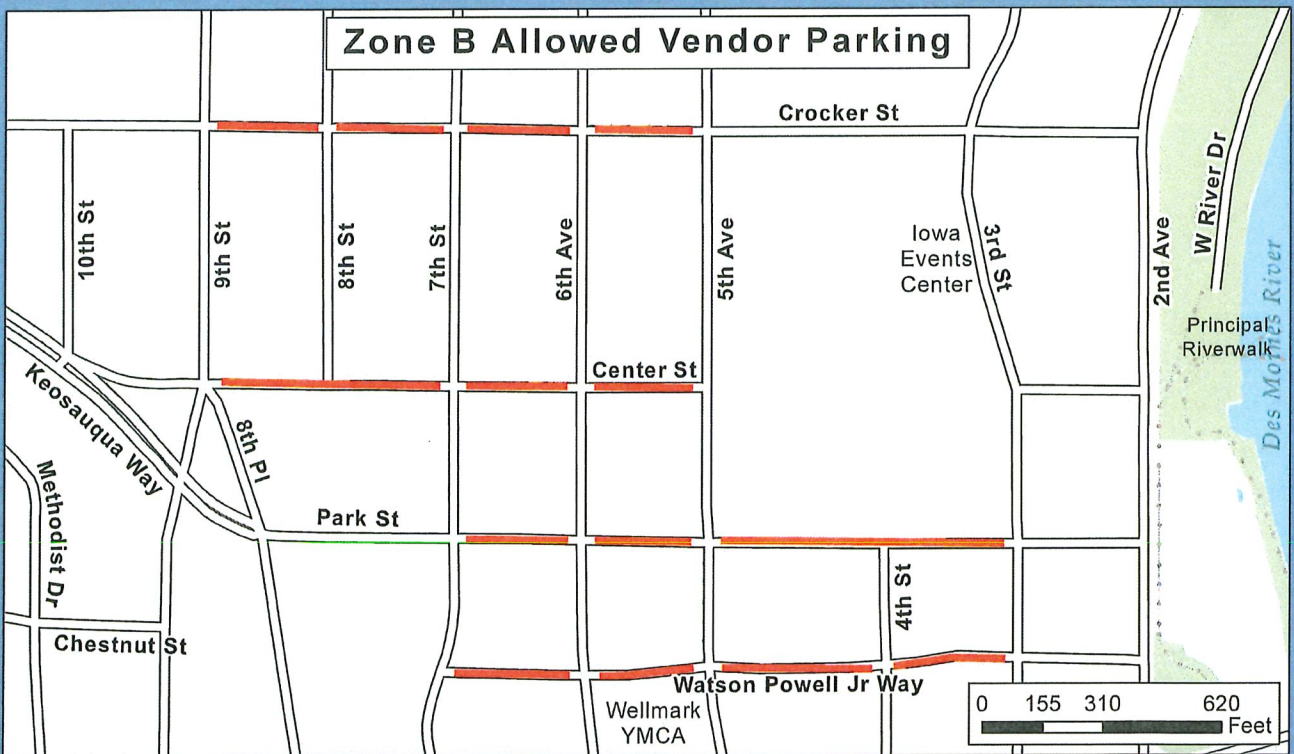
- Name of owner
- Business name
- Business/home address
- Phone number
- Email







# 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  
 Created by City of Des Moines Information Technology Department, GIS Division  
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<http://maps.dmgov.org/docs/maps/mobilevendorzones.pdf>





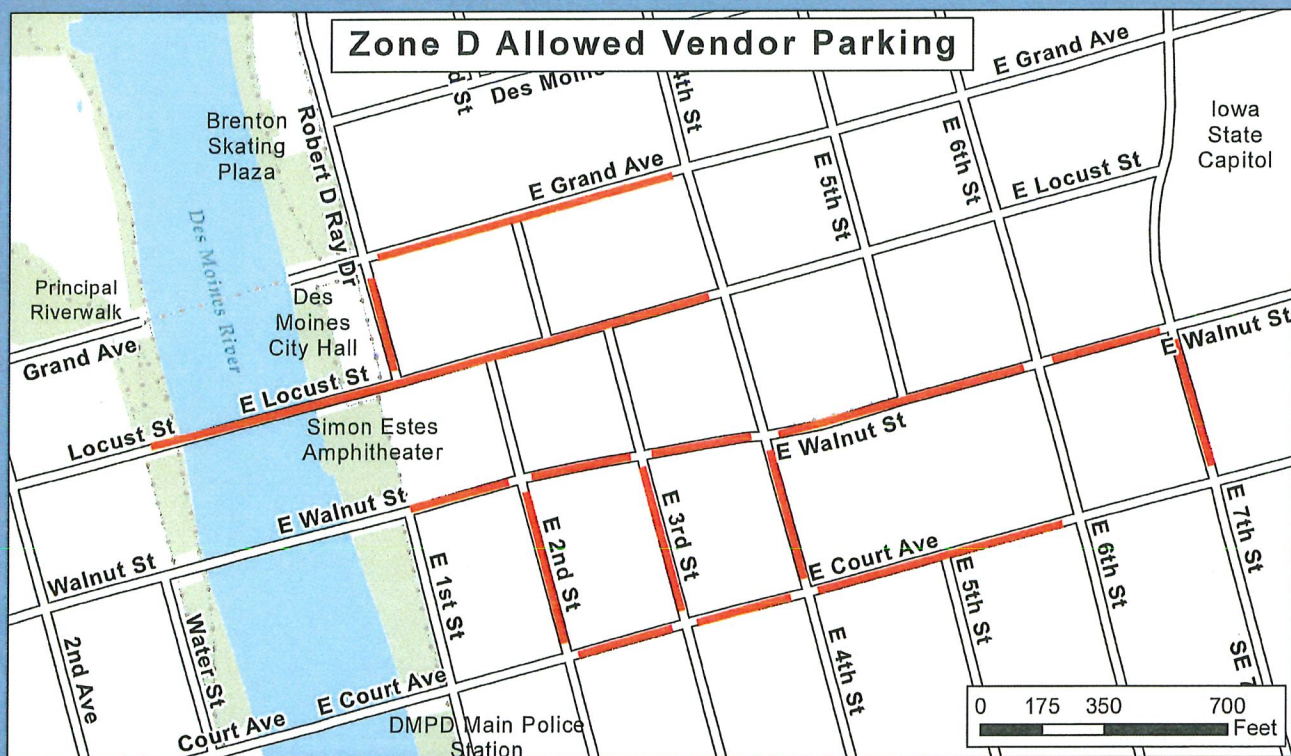


# On-Street Mobile Vendor Zones

## 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.

Sources: City of Des Moines Engineering, Parks and IT

Date: 11/22/2016  
 Created by City of Des Moines Information Technology Department, GIS Division  
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<http://maps.dmgov.org/docs/maps/mobilevendorzones.pdf>





## Certified Food Protection Manager – certification information

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

[http://www.restaurantiowa.com/en/education\\_training/servsafe/](http://www.restaurantiowa.com/en/education_training/servsafe/)

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

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

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

<https://www.prometric.com/en-us/Pages/home.aspx>

## 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/polk/>



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FAX: (515) 281-3291

E-MAIL: [Julie.Kraling@dia.iowa.gov](mailto:Julie.Kraling@dia.iowa.gov)

Web Site: [dia.iowa.gov/food/](http://dia.iowa.gov/food/)