



# City of Williamsport

245 West 4th Street · Williamsport, PA 17701  
(570) 327-7500

## Bureau of Codes

(570) 327-7517

### Mobile Food Vendor Application

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

#### Application Information

Instruction to applicants: Complete the form by filling in all information. Supporting documentation MUST accompany the signed application when submitted.

Please submit the following

- Completed application
- Copy of health license
- Copy of business license
- Copy of valid Serve Safe certificate
- [Hold Harmless waiver](#) signed by the owner
- Insurance policy (coverage of not less than One Million dollars per occurrence)

#### Applicant Information

Business Name:		Tax ID:	
Business Address:			
City:	State:	Zip:	
Contact First Name:		Contact Last Name:	
Phone:	Alternate Phone:	Email:	
Vehicle Make:	Vehicle Model:	Vehicle Year:	
Vehicle License Plate:		Vehicle Registration Date:	

#### Compliance Information

As the applicant, I hereby agree and understand that it is my responsibility to oversee all parties affiliated with this Mobile food unit's vending operation and to insure compliance with all policies, rules, regulation and of the city of Williamsport and other relevant procedures and laws. I understand that any violation may result in cancellation and/or revocation of this permit. I understand that the permit is non-transferable and must be displayed at all times.

Applicant Signature:

## Official Use Only

Approved by:		Approval Date:
Fees Due: \$250.00 <input type="checkbox"/> Paid	Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Money Order	Fees processed by:

### Mobile Food Vendor Requirements

Mobile food vendor is defined as a hand-operated food dispenser which can be hand propelled by the operator, is specifically built for the purpose of dispensing the product sold by the vendor and is properly licensed and meets the minimum standards set forth by the City. In addition, a mobile food unit is defined as any motorized or non-motorized, including but not limited to carts, stands, kiosks, and any other device designed to be portable and not permanently attached to the ground or ancillary equipment from which food products are sold or intended to be sold by mobile food vendor.

#### Requirements for a mobile food vendor to operate in the city of Williamsport:

- Public health license
- Business license
- Valid Serve Safe certificate
- Hold Harmless waiver
- Insurance policy (coverage of not less than One million dollars per occurrence)
- Mobile Food vendors Permit (issued by the Bureau of Codes) fee of \$250.00 annually

#### Areas where Mobile Food Vendors are Permitted:

- CBD (with exception of Pine Street, Court Street and Williams Street)
- CC, CS, ML, MH and INST zoning districts

#### Areas where Mobile Food Vendors are Prohibited:

- Residential zoning

#### Encroachment Requirements:

- All Mobile food vendors may not operate within 75 ft. of a property that is a brick-and-mortar restaurant or business that has a valid health license without written permission from the restaurant or business.
- Within 15 ft. of a fire hydrant
- Block the line of sight of a public right of way