



City of Tacoma  
Finance Department



## Food Truck Vendor Checklist

This checklist should be used if you would like to operate your food truck vending business at an approved food truck location on a City street within Tacoma. All food truck vendors are required to obtain a City of Tacoma business license and Tacoma Pierce County Health Department Mobile Unit Permit before operating in the City. The City of Tacoma and the Tacoma-Pierce County Health Department (TPCHD) are working together to help you get your food truck properly permitted and licensed.

Applications for both agencies are available at the Health Department and the City of Tacoma.

<p align="center"><b>City of Tacoma Tax &amp; License 253-591-5252 <a href="http://cityoftacoma.org/businesslicense">cityoftacoma.org/businesslicense</a></b></p>	<p align="center"><b>Tacoma-Pierce County Health Department 253-798-4711 <a href="http://tpchd.org/food">tpchd.org/food</a></b></p>
<input type="checkbox"/> Find a location(s) that meets your business needs; see reverse for approved City street locations.	<input type="checkbox"/> Complete and submit the TPCHD plan review application and pay appropriate fees. Go to <a href="http://www.tpchd.org/food/opening-food-business">www.tpchd.org/food/opening-food-business</a>
	<input type="checkbox"/> TPCHD notifies owner upon approval and issues the TPCHD Mobile Unit approval letter; owner to schedule pre-opening inspections. Mobile Unit Permit sticker issued after passing inspection.  <input type="checkbox"/> TPCHD conducts site visits of Commissaries and sales site. Employees must have access to a plumbed restroom with hot water within 200 feet.  <input type="checkbox"/> Submit a signed Sales Site Agreement to <a href="mailto:food@tpchd.org">food@tpchd.org</a> . No fee if Sales Site Agreement is submitted in advance.
<input type="checkbox"/> Application to City of Tacoma <ul style="list-style-type: none"> <li>▪ Copy of TPCHD Mobile Unit Permit and Sales Site Agreements for approved locations</li> <li>▪ Certificate of Insurance (see reverse)</li> <li>▪ Copy of A-board sign for approval</li> <li>▪ Registration and Licensing Application</li> <li>▪ Annual Business license fee</li> <li>▪ Food Truck license fee of \$225</li> <li>▪ Home Occupation license fee of \$75(if applicable)</li> </ul>	
<input type="checkbox"/> Inspection by Tacoma Fire Department	
<input type="checkbox"/> City Food Truck license issued upon final inspection	

## Approved Food Truck Vendor Locations

(As of October 15, 2016)

- Tacoma Ave S/S 13<sup>th</sup> St (near Tacoma library) – **10:00 am – 3:00pm**
- South 11<sup>th</sup> at A Street – **6:00pm – 10:00pm**
- Broadway at Pierce Transit Park – **10:00am – 3:00pm or 6:00pm – 10:00pm**
- E 25<sup>th</sup> St at C St – **6:00pm – 10:00pm**
- Puyallup Ave (near Greyhound station) – **6:00pm – 10:00pm**
- Baker St (front of Dystopian Brewery) – **Thursday – Sunday 6:00pm – 10:00pm**

Unless there is a permanent sign posted at the location, you are responsible for putting up an A-board sign, approved by the City, 24 hours prior to operating the food truck at the location. The A-board sign shall:

1. Indicate the hours and day the food truck vendor will be operating (within the approved time period by the City).
2. Not exceed four feet high and twelve square feet on each side of the A-board.
3. Only include wording approved by the City.
4. Not contain business names, business logos or any type of advertising.

The sign shall be removed at the beginning of the food truck vendor shift, unless the food truck will be operating at the location within the next 24 hours.

## Other Food Truck Locations

If you would like to operate your food truck from a location other than the approved locations listed above please use the contact list below to get more information. All food truck vendors are required to obtain a City of Tacoma business license and Tacoma Pierce County Health Department Mobile Unit Permit before operating in the City.

- ***Tollefson Plaza or other City Public Right of Way: 253-573-2523***
- ***Private Property: Property Owner***
- ***Metro Parks: 253-305-1000***

## Certificate of Insurance Requirements (Tacoma Municipal Code 6B.175.040.A)

The applicant shall submit a certificate of insurance and copies of the additional insured endorsement(s) that include:

- Commercial general liability, including products/completed operations liability insurance, naming the City of Tacoma as additional insureds for both ongoing and completed operations. Minimum liability to be maintained is \$1,000,000.
- Commercial automobile liability with limits of not less than \$1,000,000 for each accident for bodily injury and property damage.
- If applicant hires employees, maintain Statutory Workers Compensation and also Employers Liability with limits not less than \$1,000,000.

City of Tacoma Tax & License Division  
733 Market St Room 21, Tacoma WA 98402  
[www.cityoftacoma.org/businesslicense](http://www.cityoftacoma.org/businesslicense)  
253-591-5252

Tacoma-Pierce County Health Department  
3629 South D St, Tacoma WA 98418  
[www.tpchd.org/food/opening-food-business](http://www.tpchd.org/food/opening-food-business)  
253-798-6460