



MOBILE FOOD VENDING UNIT LICENSE SUBMITTAL CHECKLIST

Mobile Vending Unit (Food Truck) licenses are valid for one (1) year before needing to be renewed. Annual review will take place in conjunction with City business license renewal. For specific application requirements, please see the requirements in the [LSMC 14.44.085](#). For the City to accept the application as complete, please submit the following information:

Required Submittal Items:

1. Completed Mobile Food Vending Unit Addendum
2. Intake Fee
3. Site Plan depicting the following:
 - a. Vehicle ingress/ egress
 - b. Location of vending unit, signs, tables, and/ or canopies
 - c. Site conditions including parcel lines, existing parking, and building footprints
4. City of Lake Stevens Business License
5. Photograph of the vending unit including signs and accessory equipment
6. Proof of approval from the Snohomish County Health Department
7. Proof of current Washington State vehicle registration
8. Public liability insurance (at least \$500,000 for injuries and \$25,000 for damages)
9. Public Property Use Agreement (if location is within a park, right-of-way, or other public property)
10. Restaurant owner's written permission if vending unit will be located within 150 feet of any restaurant
11. Permission of property owner (must include permission for vendor's employees to use restroom)
12. Other materials required by the Planning and Community Development Director