



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
Mailing address: 216 Prospect Street
Port Orchard, WA 98366
(360) 874-5533 • permitcenter@cityofportorchard.us

MOBILE FOOD PREPARATION VEHICLE PERMIT APPLICATION

Incomplete submittal will not be accepted.

1. CONTACT INFORMATION.		
Applicant Name <i>(Responsible Party)</i> :		
Company Name:		
Applicant's Relationship to the Company:		
Mailing Address:		
Mailing City, State, Zip Code:		
Phone:	Email:	
<p>Applicant Signature: The applicant is the primary contact for all related questions and correspondence. The Permit Center will email or call the applicant with requests and/or information about the application. The applicant is responsible for communicating information to all parties involved with the application. It is the responsibility of the applicant to ensure their contact information is accurate and that their email account accepts email from the Permit Center.</p> <p>I declare that I am the responsible party for the location and operation of the food truck.</p> <p>I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge.</p> <p>I understand that by applying for this permit, I am consenting to the inspection of this property and to the entry onto the property by inspectors of the authority having jurisdiction for the purpose of performing the necessary inspections during normal business hours for the duration of this permit.</p> <p>X _____ Date: _____ <i>Applicant Signature</i></p>		
2. BUSINESS INFORMATION.		
Vendor Name <i>(DBA; name on truck)</i> :		
Site Location(s):		
Days and Hours of Operation:		
UBI #:	L&I # (VEN):	License Plate #:
<p>Do you have a City Business License? <input type="checkbox"/> Yes <input type="checkbox"/> No*</p> <p><i>*A Mobile Vendor cannot operate within the City limits without Port Orchard license endorsement. Apply online at: https://dor.wa.gov/manage-business/city-license-endorsements</i></p>		
Will the truck will be located on private property? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will the truck be located in the City right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will all food preparation and packaging be done at a commissary or another permitted commercial establishment? <input type="checkbox"/> No <input type="checkbox"/> Yes		

3. MOBILE FOOD PREPARATION VEHICLES.

A permit is required for mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas systems or CNG gas systems.

Proposed Operation (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Compressed gas: storage, use or handling. | <input type="checkbox"/> LP-gas use. |
| <input type="checkbox"/> Type 1 Hood. | <input type="checkbox"/> Hood suppression system |

4. SUBMITTALS. *Electronic submittals are preferred. Contact the Permit Center for formatting and resolution requirements. If paper copies are submitted, include one (1) copy of each item submitted.*

Check the box for each item included with this application:

- Required:** Completed Mobile Food Preparation Vehicle Permit Application (*this form*)
- Required:** Permit documentation from KPHD (Kitsap Public Health District) for food truck.
- Required:** Permit documentation from KPHD for Commissary or other commercial establishment preparing and packaging food.
- Required:** A copy of the inspection, test and/or cleaning reports for your commercial range hood, fire suppression system and extinguishers, completed by your Inspection, Maintenance and Testing Contractor.
- Required:** A copy of the active operational permit from Kitsap County or approved neighboring jurisdiction.
- Required:** A written statement, signed and dated by the property owner, granting permission for the mobile food preparation vehicle to operate on the property.
- Required:** A City Right-of-Way permit.

Other documentation may be required in addition to what is listed above.