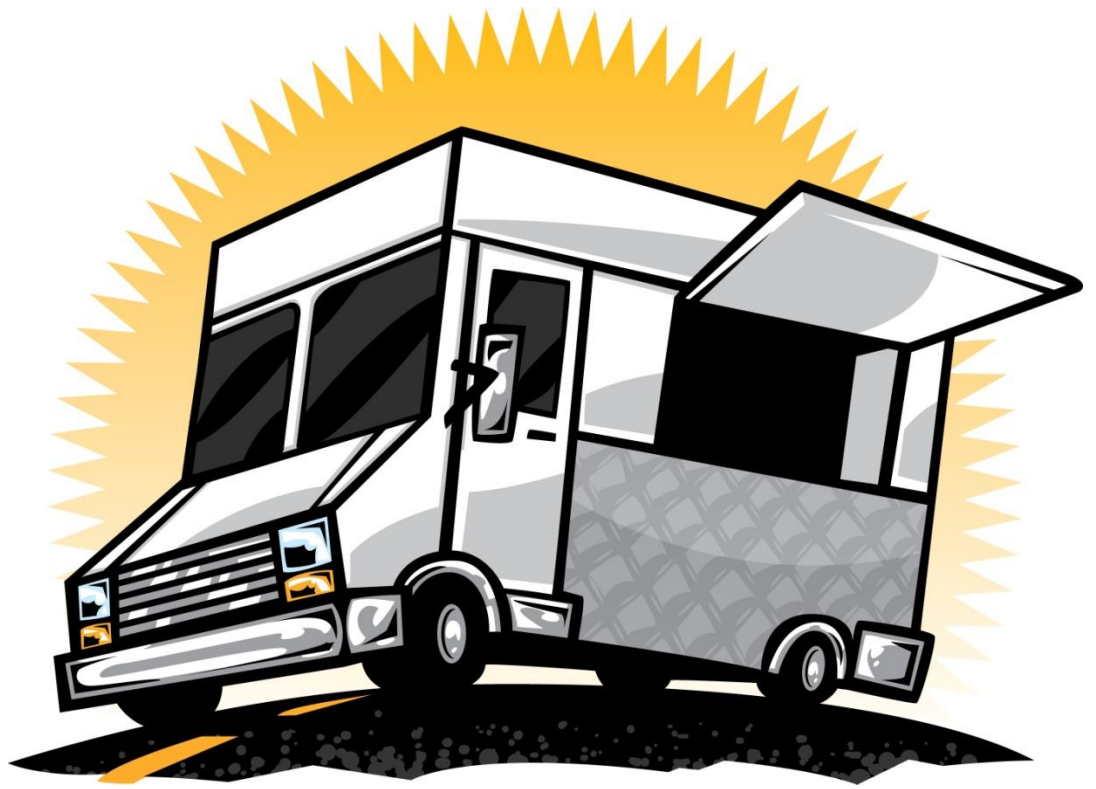


ON-STREET MOBILE FOOD TRUCK LICENSE



2019/05/09

City of Saskatoon License Application Guide and FAQs

The purpose of the Mobile Food Truck Policy is to enhance the overall image, economic vitality and promote street life in commercial areas through the provision of food vending on streets, while ensuring public welfare, fair competition, and nuisance prevention.

On-Street Mobile Food Truck License

PROCEDURES, REQUIREMENTS AND PERMISSIONS

Are you interested in operating an on-street mobile food truck in the Saskatoon? This information guide will assist in applying for a City of Saskatoon On-Street Mobile Food Truck License. This guide also includes contact information and answers to frequently asked questions.

A mobile food truck refers to a motorized, mobile, self-contained vehicle that is equipped to cook, prepare and/or serve food.

Mobile food trucks are permitted to operate on public streets under the *Mobile Food Truck Policy*. The On-Street Mobile Food Truck License applies only to on-street operation and does not regulate food trucks on private property, at special events, or festivals. Food trailers cannot be considered for on-street use, but may obtain a City of Saskatoon Off-street Mobile Food Truck License. Non-motorized food carts must obtain a City of Saskatoon Mobile Vendor License.

THE APPLICATION PROCESS

Application forms can be obtained online at www.saskatoon.ca/businesslicense or picked up at City Hall. Once the necessary supporting documentation has been obtained, submit your completed application and fees to the City of Saskatoon's Business License Program.

Business License Program
3rd Floor – City Hall
222 3rd Avenue North
Saskatoon SK S7K 0J5

If you have any questions, please contact the Business License Program at 306-975-2760.

Approvals, Inspections and Supporting Documents

The following approvals, inspections and supporting documents must be obtained and submitted in order for your application to be accepted.

Requirement	Description	Contact
1. Saskatchewan Health Authority Inspection	An inspection and written approval to operate from the Saskatchewan Health Authority is required.	306-655-4605 PHIOC@saskatoonhealthregion.ca
2. Saskatoon Fire Department Inspection	A fire inspection is required when employees are located inside the vehicle for the either the preparation or serving of food.	306-975-3212 fire.protective.services@saskatoon.ca
3. SaskPower Gas Inspection	Food Trucks utilizing natural gas or propane fuel are bound under the <i>Gas Inspection Act</i> to comply with the current applicable national codes and that this system is still operating safely	1-888-757-6937
4. Motor Vehicle Insurance	Call or visit a motor vehicle insurance company for vehicle registration information and services. Photo identification and bill of sale are required for the registration process.	
5. Liability Insurance Coverage	Provide a copy of your liability insurance with a minimum liability limit of \$2,000,000. The City of Saskatoon must be named as an "Additional Insured".	
6. Discharge Management Plan	Develop a plan outlining how and where FOG (Fats, Oils, Grease) and grey water will be disposed. This plan will be sent to the City of Saskatoon Environmental Services to ensure that no hazardous or unacceptable waste disposal is and/or will be occurring.	
7. New Business License Application	A business license is required for the base of operations. If you have an existing business license, please note the current business license number on your application. If you do not currently hold a business license, this application must be completed and included with payment. If your base of operation is located outside of the city a business license is not required.	306-975-2760 Submit to: Business License Program 3 rd Floor - City Hall 222 3rd Avenue North Saskatoon SK S7K 0J5
8. Photographs	Photos of all sides of the mobile food truck vehicle must be included with the application.	

Fees

The following fees apply when applying for a mobile food truck license.

Requirements	Fee(s)	Conditions
Mobile Food Truck License	\$500.00	- This is an annual licensing fee required for each mobile food truck
Commercial or Home Based Business License	\$125.00	- A business license is required for the base of operation and to ensure compliance with land use regulations (i.e. size and storage of the mobile food truck) - Not applicable if current license exists, or if base of operation is located outside Saskatoon
Monthly On-Street Parking Meter Fees Administration Fee	\$52.50	- Advance payment of a parking permit is required if you plan to operate on-street
Initial 3 Month Parking Fee	\$720.00	- Minimum three months with monthly extensions available – administration fee will apply for each monthly extension
Each Additional Month	\$240.00	

FREQUENTLY ASKED QUESTIONS

Where are on-street mobile food trucks allowed to operate?

Operation is permitted on public streets in the City of Saskatoon with several exceptions. On-street mobile food trucks cannot operate within:

- I. 20 metres of an existing permanent food service establishment (including sidewalk vendors with fixed locations). This is measured from the nearest edge of the food truck to the property line.
- II. 30 metres of any primary school.
- III. 20 metres of a park concession.

- IV. 150 metres of a special event or festival (except where permission from the event coordinator has been obtained).
- V. 10 metres of any intersection, crosswalk or bus stop.

Note: It is the responsibility of the operator to ensure the parking space meets all required separation distances.

Where are on-street mobile food trucks NOT allowed to operate?

Operation is not permitted within residential zoning districts and streets adjacent to residential zoning districts. On-street food trucks cannot operate in angle or nose-in parking stalls, and cannot block access to lanes, driveways or fire hydrants. Food trucks may not operate in loading zones at any time.

Does the City of Saskatoon assign designated locations for each on-street food truck?

No. Locations are available on a daily first-come, first-serve basis. Specific parking spots or stalls are not reserved or assigned.

Are on-street mobile food trucks allowed to operate on private property?

Yes. On-street food trucks are also permitted to operate on private property or at special events and festivals provided approval is obtained from the property owner, or event coordinator. In addition, the property must be appropriately zoned (i.e. commercial or industrial).

If you are interested in operating a mobile food truck exclusively on private property, you can obtain an Off-Street Mobile Food Truck License. Please contact the Business License Program (306.975.2760) for more information.

What are the permitted hours of operation?

The City of Saskatoon does not regulate hours of operation, therefore food trucks are permitted to operate seven days/week, at any time of the day.

Vending at one on-street location can occur for six consecutive hours. Once the six hour duration has expired, operators are required to move the food truck to a different block.

How many food trucks can operate on one city street block?

No more than two on-street food trucks can operate on one block at any given time.

Does it matter what side the service window is facing?

Yes. For safety purposes, the service windows must be oriented toward the sidewalk. Service windows that face the street are not permitted, except for special events or festivals where public roadways are barricaded and closed off to vehicles.

Does the City of Saskatoon regulate the type of food that can be sold from a food truck?

No. The City of Saskatoon does not regulate menus. The Saskatchewan Health Authority considers a food truck as a self-contained restaurant on wheels, and regulates food safety.

Are there any regulations with signage and furniture?

Yes. Sign boards need to be placed against the food truck vehicle to avoid any obstructions. Only one sign is permitted per vehicle.

The placement of any furniture (i.e. tables, chairs, benches, counters, etc.) associated with the food truck operation is prohibited.

What is the permitted size and weight of a food truck?

The vehicle cannot be more than 8,000 kilograms in weight, 2.5 metres in width, and 9.75 metres in length.

Where can a food truck be parked when it's not operating?

Storage on public streets is not permitted. Storage depends on the base of operation and the size of the vehicle. With a commercial business license, the food truck must be stored at the commercial business location, along with any other business vehicles.

With a home based business license, only one business related vehicle may be stored on or in the vicinity of the site, and the gross vehicle weight must not exceed 8,000 kilograms with a total length of 6.0 metres (20 feet). This means that the food truck can be stored at a residential location, provided there are no other business vehicles at the location, and the size fits within

the permitted standards. If the food truck exceeds the permitted weight and length, the operator must find a commercial storage location.

Are food truck operators responsible for their garbage and recycling?

Yes. Proper trash and recycling receptacles for customers and staff must be provided. Operators are required to keep the area in clean and safe condition. Operators must clean up within a 6.0 metre radius before they vacate that location.

Is the City of Saskatoon responsible for providing food trucks with power and water sources?

No. Food trucks must be equipped with their own power and water sources. Generators are permitted providing that they do not cause a disturbance.

Do I need to pay parking fees like a personal vehicle?

Yes. If you intend to operate your food truck on-street on City of Saskatoon right-of-way, you must prepay for a parking permit. Parking permit fees are \$720 for 3 months (minimum 3 months) with flexibility for extensions at rate of \$240 per month. The payment of this fee allows a food truck to operate on street in accordance with *Mobile Food Truck Policy* without having to pay each time you park but does not permit a food truck operator to reserve parking spaces. A food truck may operate for up to 6 hours from one location.

Administration will advise food truck operators of the requirements for identifying that a parking space is being used in conjunction with the operation of a licensed food truck.

What is a location log, and am I supposed to have one?

The purpose of the location log is to help the Business License Program keep track of the time and duration that food trucks spend at each location. Every operator is required to carry an up-to-date location log which must be made available to a bylaw inspector upon request.