

**APPLICATION FEES**

Please check all fees applicable for your operation:

**Off-Street Mobile Food Truck Licence**

\$550.00

operating on private property (not on-street)

**On-Street Mobile Food Truck Licence**

\$550.00

operating on-street, in BID'S or industrial areas (may also operate on private property)

**Parking Administration Fees**

\$75.00

charged per transaction

**Food Truck Parking Permit Fees**

\$7.80 per day

required if operating on-street on City of Saskatoon right of way

\_\_\_\_\_ days x \$7.80 = \$\_\_\_\_\_

Note: If truck exceeds 6.5 metres in length, parking permit fees for two parking stalls are required. The administration fee will be charged for each transaction.

**BUSINESS OWNER/ COMPANY INFORMATION (Please Print Clearly)**

Mobile Food Truck Name: \_\_\_\_\_

Owner / Company Name: \_\_\_\_\_

Business Owner / Contact: \_\_\_\_\_  
First Name Middle Initial Last Name

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**BUSINESS INFORMATION**

Where will the mobile food truck primarily operate ? (check all that apply)  Private Property  Festivals

Special Events  BID  Industrial areas  Other: \_\_\_\_\_

How many people does this business employ? Full-time: \_\_\_\_ Part-time: \_\_\_\_

Does this food truck operate:  year round or  seasonally ?

What are the measurements of the mobile food truck: Weight \_\_\_\_\_ kg , Width \_\_\_\_\_ m, Length \_\_\_\_\_ m

When not in operation, where will the mobile food truck be stored?

At home? (list address) \_\_\_\_\_

At another location? (list address) \_\_\_\_\_

Does your business have more than ONE mobile food truck?  yes  no

If yes, how many? \_\_\_\_\_ (each mobile food truck must obtain a separate licence)

For more information, contact us at: [business.license@saskatoon.ca](mailto:business.license@saskatoon.ca) or call 306-975-2760  
 Visit our website for additional information on the application, process and requirements: [www.saskatoon.ca](http://www.saskatoon.ca)

## APPLICATION CHECKLIST

The following approvals and information must be provided for both on-street and off-street mobile food trucks in order for this application to be accepted and processed.

**Saskatoon Health Region Approval - attach copy of approval**

The sale of food items from the mobile food truck requires approval by the Saskatoon Health Region.

**Fire Inspection Approval - attach if applicable**

Fire Inspection is required when serving persons are located inside the vehicle for the preparation and serving of food.

**TSASK Gas Inspection Approval - attach if applicable**

Gas Inspection is required when a Food Truck is equipped with natural gas or propane tanks.

**Proof of Motor Vehicle Registration - attach copy of registration**

**Proof of Liability Insurance - attach copy of insurance**

The vendor must have liability insurance coverage with a minimum liability limit of \$2,000,000 and name the City of Saskatoon as an "Additionally Insured" party.

**Discharge Management Plan - attach copy of plan**

A plan outlining how and where FOG (fats, oils, grease) and grey water will be disposed.

**New Business Licence Application - attach if applicable**

A commercial OR home based business licence is required for the base of operation, unless a current business licence exists or the base of operation is located outside the City of Saskatoon.

**Photographs of the Mobile Food Truck - attach photos showing all sides of the mobile food truck**

**Application Fees**

## DECLARATION OF OWNER / APPLICANT

I agree to abide by all laws and regulations, bylaws and resolutions governing the vending operation and must satisfy all levels of government agencies.

I also agree to save the City harmless of all activities undertaken by the vending operation.

I understand the City reserves the right to withdraw Vendor privileges at any location for failure to meet one or more of the regulations.

I hereby certify that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Please mail or deliver your complete application with all supporting documents and a cheque or money order to:  
City of Saskatoon, Community Standards  
City Hall, 3<sup>rd</sup> Floor – 222 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5

\* Please make cheques payable to: **City of Saskatoon**

\* Incomplete applications will not be accepted

\* For more information, contact us at: [business.license@saskatoon.ca](mailto:business.license@saskatoon.ca) or call 306-975-2760

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### FOR OFFICE USE ONLY:

Business ID: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

BID Approval: \_\_\_\_\_ Fire Approval: \_\_\_\_\_ Sask. Health Region: \_\_\_\_\_ SHR Expiry: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION A: BUSINESS INFORMATION**

Business name (Registered Company Name):	
Name of Food Truck / Trailer:	Contact Person:
Business Address:	Phone No:
Mailing Address:	Email:

**SECTION B: Discharge Management Plan**

1. What is served from your food truck / trailer? Briefly describe your menu.

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2. Does your food truck / trailer have a deep fryer?

YES       NO

If yes, how will the used / waste cooking oil be stored and disposed?

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**3.** Does your food truck / trailer have a sink to wash pots, pans and dishes?

YES       NO

If yes, how will the wastewater (greywater) from the sink be stored and transported.

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If yes, provide your wastewater (greywater) disposal location.

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**4.** Does your food truck / trailer have a grease trap or interceptor?

YES       NO

If yes, describe the maintenance frequency and how the wastes are disposed.

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**SECTION C: The Sewer Use Bylaw 9466**

The Sewer Use Bylaw Section 52 - Mobile Food Trucks, requires the owner of a mobile food truck / trailer to keep a record of the date, time, location and approximate volume of each disposal of FOG (Fat, Oils or Grease) and Wastewater. The record shall be retained for 1 year and be available for inspection by the City upon request.

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Owner Signature Date