

OFF-STREET MOBILE FOOD TRUCK LICENSE



2015/02/25

City of Saskatoon License Application Guide and FAQs

The purpose of the Off-Street Mobile Food Truck License is to enhance the economic vitality and promote vibrancy in commercial areas through the provision of food vending, while ensuring public welfare, fair competition, and nuisance prevention.

Off-Street Mobile Food Truck License

PROCEDURES, REQUIREMENTS AND PERMISSIONS

Are you interested in operating an off-street mobile food truck in the Saskatoon? This information guide will assist in applying for a City of Saskatoon Off-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.

The City of Saskatoon licenses the operation of mobile food trucks on private property. The off-street mobile food truck license applies to mobile food trucks and food trailers that operate exclusively on private property.

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. Saskatoon Health Region Inspection	An inspection and written approval to operate from the Saskatoon Health Region is required.	306.655.4605 PHIOC@saskatoonhealthregion.ca
2. Saskatoon Fire Department Inspection	A fire inspection and written approval to operate 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. 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.	
4. 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".	
5. 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.	
6. 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
7. 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	<ul style="list-style-type: none"> - Annual fee required for each mobile food truck - Not applicable if operating only at special events and festivals
Commercial or Home Based Business License	\$125.00	<ul style="list-style-type: none"> - 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

FREQUENTLY ASKED QUESTIONS

Where are off-street food trucks allowed to operate?

Off-street food trucks are allowed to operate on private property located in commercial or industrial zoning districts provided they have received approval from the property owner.

Food trucks cannot infringe on designated parking or interfere with normal flow of traffic. A right-of-way access permit from Transportation and Utilities (306.975.2454) may be required. Food trucks are required to follow the *Street Use Bylaw* (section 2954) and obey all traffic bylaws.

In the case of special events or festivals, food trucks are allowed to operate with the permission of the event coordinator.

Can off-street mobile food trucks operate on public streets?

No, on-street mobile food trucks have additional regulations to follow and require additional fees. For more information on operating an on-street mobile food truck please visit www.saskatoon.ca/businesslicense and review the On-Street Mobile Food Truck License Application Guide.

If I am operating only at festivals and special events do I require a license?

All mobile food trucks require a City of Saskatoon business license, unless a current license already exists, or if the base of operation is located outside Saskatoon.

Food trucks operating exclusively at special events and festivals do not require a mobile food truck license. They will require approval from the event coordinator and are subject to inspections by the Saskatoon Health Region and Saskatoon Fire Department at each festival or special event at which they operate.

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, with approval from the property owner and or event coordinator.

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 Saskatoon Health Region considers a food truck as a self-contained restaurant on wheels, and regulates food safety.

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.

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.