



Application for Solicitor / Mobile Vendor License

*This is an **application only**, and not a license to conduct business.*

<p>PLEASE RETURN TO:</p> <p>Business License Officer 1309 Myrtle Ave. Enumclaw, WA 98022 Phone: (360) 615-5734 Fax: (360) 825-7232 Email: jpaulson@ci.enumclaw.wa.us</p>	<p>Date Received</p>
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The City of Enumclaw requires all businesses located or operating within the city limits to obtain a business license. Additional licenses are required for Adult-Oriented Businesses, Amusement Devices, Cabaret, Dances, Pawnbrokers, Solicitors and Mobile Vendors, Firework Stands, Carnival, Circuses and Shows.

Solicitor / Mobile Vendor Requirements are available on Assistance Bulletin BL#1

Please contact the Business License Officer at (360) 615-5734 for application information.

Soliciting/Mobile Vending permitted in Business District only

BUSINESS LICENSES ARE NON-TRANSFERRABLE. ALL FEES ARE NON-REFUNDABLE (5.02.060 G)

APPLICATION CHECKLIST—All items must be submitted for issuance of license.

- Completed Application—All sections of application must be completed in its entirety.
- Certificate of Insurance—Insurance requirements are on the bulletin included with this application package (*Mobile Vendor Including Right of Way Only*)
- Regional Fire Marshals Mobile Food Preparation Vehicle Inspection Checklist—Mobile Food Vendor Only
- Enumclaw General Business License Endorsement through the Department of Revenue—See EMC 5.02.020

Application Date: _____ **Date of Event if applicable:** _____

Application submission must be received at minimum (1) week before your scheduled event

Fee for Current Year (July 1st—June 30th):

Application Type:

- | | |
|---|---|
| <input type="checkbox"/> Applications Dated July 1st - December 31st: \$170.00 | <input type="checkbox"/> Mobile Vendor Excluding Right of Way |
| <input type="checkbox"/> Applications Dated January 1st—June 30th: \$85.00 | <input type="checkbox"/> Mobile Vendor Including Right of Way |
| <input type="checkbox"/> One Day Fee: \$ 35.00 - Date(s) Requested: _____ | <input type="checkbox"/> Solicitor |

SOLICITOR / MOBILE VENDOR APPLYING FOR LICENSE

First Name: _____ Middle Initial: _____ Last Name: _____

Home Address: _____ City: _____ ST: _____ Zip: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Home Phone: _____ Cell: _____ Date of Birth: _____

Drivers License: _____ Email : _____

Business Name: _____ Phone: _____

Business Address: _____ City: _____ ST: _____ Zip: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

WA State UBI # _____ Enumclaw Business License # _____

Exempt from the City's State License Requirements per 5.02.020 C: Yes

Business Type:	Sole Proprietor	Corporation	Non-profit	Partnership	LLC
<i>Non-Profit Organizations exempt from taxation under 26 USC 501(c)(3) or (4) must provide a copy of Federal IRS form granting non-profit status.</i>					

Business Activity (Type of merchandise, information or services to be offered.):

COMPLETE THIS SECTION FOR ALL OWNERS, AGENTS, PARTNERS OR CORPORATE OFFICERS OF THE BUSINESS REPRESENTED (attach separate page if necessary)

First Name: _____ Middle Initial: ____ Last Name: _____
Mailing Address: _____ City: _____ ST: _____ Zip: _____
Cell: _____ Email : _____

LIST ALL VEHICLES THAT WILL BE USED IN CONJUNCTION WITH THIS LICENSE

Make: _____ Model: _____ Color: _____ Year: _____ License Plate: _____
Make: _____ Model: _____ Color: _____ Year: _____ License Plate: _____
Make: _____ Model: _____ Color: _____ Year: _____ License Plate: _____

APPLICANT'S SIGNATURE

I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge. I understand that the issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations and statues of the City of Enumclaw and the State of Washington. The issuance of this business license does not imply compliance with the Zoning Code and International Fire and Building Codes.

Signature _____ Title _____ Date _____



Assistance Bulletin #BL 1

Definitions:

Mobile Vending: "Mobile vending" means offering food, merchandise or services for sale to the general public from a vehicle, conveyance, or a nonpermanent structure or place of business.

Mobile Vendor: "Mobile vendor" means the person, firm or corporation, either as a principal or agent, which engages in mobile vending as defined herein.

Solicitation: "Solicitation" or "soliciting" means selling, offering or exposing for sale, or trading, dealing, or trafficking in any personal property, food, merchandise, or service, either at wholesale or retail, in the city by going from house to house, business to business, or from place to place or by indiscriminately approaching individuals, businesses, or organizations, including sales by sample or for future delivery.

Solicitor: "Solicitor" means the person, firm or corporation, either as a principal or agent, which engages in solicitation as defined herein.

Applicability:

General business license provisions (Chapter 5.02 EMC) shall apply to this special license, in addition to provisions listed in Chapter 5.60 EMC.

License Requirements:

- Each individual solicitor must obtain their solicitor's license.
- You are required to carry and display the solicitor or mobile vendor license whenever engaged in solicitation or mobile vending.
- A complete application for a solicitor / mobile vendor license must be made at least 2 business days working days before the license may be issued.
- You will not be issued a license if you have been convicted of a felony within the past 10 years, or a misdemeanor within the past five years. (Background checks will be run before license is approved.)
- **Non-refundable** fee must accompany your complete application submittal.
- Certificate of Liability Insurance is required for Mobile Vendors that are operating or will operate within the public Right of Way; see insurance requirements below:

Insurance Requirement:

For the duration of the permit the Applicant shall procure and maintain insurance against any claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on the Applicant's behalf. At the minimum, the insurance shall be of the type described below:

Commercial General Liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. The City shall be named as an insured under the Applicant's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 20 12 or a substitute endorsement providing equivalent coverage. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products completed operations aggregate limit. The Applicant's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Applicant's insurance and shall not contribute with it. The Applicant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage. Automobile Liability insurance shall be written with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

The applicant's maintenance of insurance shall not be construed to limit the liability of the applicant to the coverage provided by such insurance, or otherwise limit the City's resources to any remedy available at law or equity.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. Applicant shall furnish the City with original certificates and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of the Applicant before the Permit can be issued.

Violations:

- ♦ Parking regulations as contained in Titles 10 and 12.12 of the Enumclaw Municipal Code, as amended;
- ♦ Must comply with the with the regulations as contained in EMC 18.05.060
- ♦ Shall not obstruct the passage along any sidewalk, street, alley or parking lot by causing a congregation of people, nor create a hazard to the public health of safety, nor create a nuisance as evidenced by complaints from the public.
- ♦ Shall not sell on the street side of the vehicle or conveyance.
- ♦ Mobile vendors shall not sell within four hundred feet of any school grounds during school session or events, except if vendor possesses written permission from the school involved.
- ♦ Shall comply with all clauses and regulations of the King County Health Department regarding food handling. Resources can be found here: <https://kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit/mobile.aspx>
- ♦ Shall not misrepresent facts to the city license officer or to the public.
- ♦ Shall not engage in soliciting any time other than a standard working day.
- ♦ Shall not sell, operate or supply any good or service unless properly licensed by the state and/or county.
- ♦ Shall not engage in soliciting or mobile vending in any area of the city other than areas which are classified by the city's zoning code as follows:
 - NB Neighborhood Business
 - CB1 Central Business
 - CB2 Central Business
 - HCB Highway Community Business
 - GO General Office
 - LI Light Industrial(These areas are outlined on the map provided)
*some residential zones may be permitted, see 18.05.060

Occupied Vehicles: (in addition to above information)

- ♦ All occupied vehicles (commercial coaches) must obtain approval from Washington State Department of Labor and Industries (L&I). All L&I rules and regulations govern the safety of body and frame design and the installation of plumbing, heating and electrical equipment. Contact the L&I Plans Examiner at (360) 902-5218 in Olympia for your packet of information on L&I plan review. Obtain L&I inspection and seal of approval prior to your plan review by the Health Department (black label affixed to the outside of the vehicle).
- ♦ Location of mobile food service operation on private land must have a letter or lease agreement giving permission for mobile operators to use of the land.
- ♦ Provide a map showing the location of any proposed use of city right-of-way or public property and, if applicable, the proposed route, location, and timing of stops. The City reserves the right to limit use of public property and right-of-way.

Ice Cream Mobile Vending: (in addition to above information)

- ♦ Ice-cream mobile vending shall only occur during the days of the year which are classified as Daylight Saving Time
- ♦ Ice-cream mobile vending shall only occur on Monday through Sunday, between 8:00 am and 8:30 pm.
- ♦ Only ice-cream vendors are permitted in all city zones

Chapter 5.60

SOLICITORS AND MOBILE VENDORS

Sections:

- 5.60.010 Definitions.
- 5.60.020 Applicability.
- 5.60.030 License required.
- 5.60.040 Fee and term.
- 5.60.050 Exemptions.
- 5.60.060 Nonprofit registrations.
- 5.60.080 Surrendering of license.
- 5.60.090 Violation – Penalty.

5.60.010 Definitions.

As used in this chapter:

A. “Food” shall have its usual and ordinary meaning and shall include all items designed for human consumption, including, but not limited to, candy, coffee, gum, popcorn, hot dogs, sandwiches, peanuts, soft drinks and dairy products.

B. “Merchandise” shall have its usual and ordinary meaning, including, but not limited to, such items as tools, clothing, furniture, toys, and appliances.

C. “Services” shall have its usual and ordinary meaning and shall include the performance of any act done for compensation, including, but not limited to the acts of cleaning, repairing, entertaining, delivering, advising, adjusting, moving, insuring, protecting, and/or maintaining.

D. “Mobile vending” means offering food, merchandise or services for sale to the general public from a vehicle, conveyance, or a nonpermanent structure or place of business.

E. “Mobile vendor” means the person, firm or corporation, either as a principal or agent, which engages in mobile vending as defined herein.

F. “Public celebration” means Independence Day activities or any other time of public celebration designated by the mayor such as Memorial Day or Labor Day and such events as sidewalk sales, parades, and street fairs which are officially authorized by the city council.

G. “Solicitation” or “soliciting” means selling, offering or exposing for sale, or trading, dealing, or trafficking in any personal property, food, merchandise, or service, either at wholesale or retail, in the city by going from house to house, business to business, or from place to place or by indiscriminately approaching individuals, businesses, or organizations, including sales by sample or for future delivery.

H. “Solicitor” means the person, firm or corporation, either as a principal or agent, which engages in solicitation as defined herein.

I. “Standard working day” means the normal work days of regular, full-time employees at City Hall (Monday through Friday, 8:00 a.m. to 5:00 p.m. except weekends and holidays).

J. “Mobile ice cream vendor” means a person, firm or corporation, either as a principal or agent, which engages in the mobile vending of ice cream and/or frozen novelty items for immediate human consumption. (Ord. 2023 § 2, 1999; Ord. 1901 § 1, 1996; Ord. 1798 § 3, 1993).

5.60.020 Applicability.

General business license provisions (Chapter 5.02 EMC) shall apply to this special license, in addition to provisions listed in this chapter. (Ord. 1901 § 1, 1996; Ord. 1798 § 3, 1993).

5.60.030 License required.

A. These are special licenses and are required in addition to any other city business license the applicant may hold or may be required to hold.

B. The holder of a valid general business license (as provided for in Chapter 5.02 EMC) may be issued a mobile vendor license for food, services, and merchandise, if the food, service, or merchandise being offered for sale as a mobile vendor is the same as or similar to that offered for sale from the permanent place of business under the general business license. In the case of this exemption, the special license fee shall be waived.

C. Each individual solicitor or mobile vendor shall obtain a solicitor/mobile vendor license, and shall be required to carry and display the solicitor or mobile vendor license on their person whenever engaged in solicitation or mobile vending.

D. Application for a solicitor/mobile vendor license must be made at least two working days before the license may be issued.

E. The city licensing officer shall have the authority to issue or deny a solicitor or mobile vendor license. When determining whether a particular individual should be granted a solicitor or mobile vendor license, the city licensing officer shall consider only the following factors:

1. Whether the sales method employed by the applicant would tend to harass, annoy, or intimidate members of the community so as to detrimentally affect the health, safety, or welfare of the community, as evidenced by past recommendations and/or complaints from members of the community, comments received from the applicant’s references and/or comments received from other

5.60.040

individuals familiar with the applicant or the applicant's business; and

2. Whether the applicant has been convicted of a felony within the past 10 years, or a misdemeanor within the past five years, the nature of which directly relates to the applicant's ability to deal honestly and fairly with the public in a non-threatening and nonintimidating manner; and

3. Whether comments received from the applicant's references and/or the applicant's previous employers reflect well on the applicant's honesty, fair dealing, and the integrity of the applicant's past business practices.

F. The city licensing officer shall design application forms for each license enumerated in the this title so as to evaluate each applicant's fitness under the appropriate factors, set forth above. Each applicant shall be required to complete the entire application form and abide by any requests made of the city licensing officer under this chapter. The failure to complete the form and provide all requested information may result in denial of the license. It shall be unlawful for any individual to intentionally provide false information or to intentionally omit requested information on an application for any license governed by this chapter. (Ord. 1901 § 1, 1996; Ord. 1798 § 3, 1993).

5.60.040 Fee and term.

The fee for a solicitor/mobile vendor license shall be as designated in the city's fee resolution as it now reads or is hereinafter amended, except as noted in EMC 5.60.030(B). (Ord. 1901 § 1, 1996; Ord. 1798 § 3, 1993).

5.60.050 Exemptions.

A. Newspaper delivery persons are exempt from this chapter.

B. Owners of vehicles displaying a "for sale" sign on a vehicle, for the sale of that vehicle by its owner, are exempt from this section.

C. Solicitations or vending in association with a public celebration, which shall include nonprofit groups, are exempt from this section; provided the solicitor or mobile vendor has properly registered with the party or organization sponsoring the public celebration, and provided the solicitor or mobile vendor carries and displays proof of that registration whenever engaging in solicitation or mobile vending.

D. Mobile vendors who vend entirely outside of the public rights-of-way are exempt from any insurance requirements as part of a mobile vendor's license. (Ord. 2731 § 1 (Exh. A), 2022; Ord. 1901 § 1, 1996; Ord. 1798 § 3, 1993).

5.60.060 Nonprofit registrations.

A. To engage in the solicitation of money or the sale of any food, service, merchandise, thing or ticket of any kind, where the proceeds of such solicitation or sale are to be used for any educational, religious, patriotic, historical, fraternal, political, charitable or benevolent purpose, or for the relief of any person or persons or of the public generally, a solicitor's or mobile vendor's license is not required, so long as the party or organization is registered under subsection B of this section.

B. Persons or organizations who qualify under subsection A are required to register with the city license officer with the following information prior to commencing such activities:

1. The name, address and telephone of the group or organization;

2. The name, address and telephone of a contact person for the group or organization;

3. The purpose of the solicitations to be conducted in the city;

4. Proof of nonprofit status as defined in Chapter 5.02 EMC;

5. A list of the names of the persons acting on behalf of the group or organization and the dates and times during which they will be soliciting in the city.

C. The city licensing officer shall issue qualified applicants a nonprofit registration card, which each solicitor and/or mobile vendor must carry and display on their person whenever engaged in solicitation or mobile vending.

D. Persons acting on behalf of the group or organization qualifying under this subsection shall at all times during the solicitations wear identification clearly showing their affiliation with said group or organization. (Ord. 1901 § 1, 1996; Ord. 1798 § 3, 1993).

5.60.080 Surrendering of license.

Licensees shall surrender solicitor/mobile vendor licenses to the city license officer upon their expiration. (Ord. 1901 § 1, 1996; Ord. 1798 § 3, 1993).

5.60.090 Violation – Penalty.

Failure to comply with any of the above requirements, or the following, shall be in violation of this chapter:

A. Parking regulations as contained in EMC Titles 10 and 12, as amended;

B. Shall not obstruct the passage along any sidewalk, street, alley or parking lot by causing a congregation of people, nor annoy, injure or endan-

ger the safety, health, comfort, or repose of any considerable number of persons;

C. Shall not sell on the street side of the vehicle or conveyance;

D. Shall comply with all clauses and regulations of the King County health department regarding food handling;

E. Shall not misrepresent facts to the city license officer or to the public;

F. Shall not engage in soliciting any time other than the standard work day, as defined herein;

G. Shall not sell, operate or supply any good or service unless properly licensed by the state and/or county;

H. Shall comply with all requirements enumerated in this chapter;

I. Shall not engage in soliciting or mobile vending in any area of the city other than the areas which are classified in the city's zoning code as follows:

1. NB Neighborhood Business;
2. CB1 Central Business;
3. CB2 Central Business;
4. HCB Highway Community Business;
5. GO General Office;
6. LI Light Industrial;

Except ice cream mobile vending may occur in any zoning district of the city during the days of the year which are classified as Daylight Saving Time and Monday through Sunday, the operating times shall be limited to 8:00 a.m. to 8:30 p.m.

A violation of any provisions of this chapter shall be a misdemeanor offense and punishable as set forth in the Enumclaw Municipal Code. (Ord. 2680 § 1, 2020; Ord. 2023 § 3, 1999; Ord. 2013 § 1, 1999; Ord. 1901 § 1, 1996; Ord. 1798 § 3, 1993).

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CITY OF ENUMCLAW
DEPARTMENT OF COMMUNITY DEVELOPMENT
1309 MYRTLE AVE, ENUMCLAW, WA 98022
PH: (360) 825-3593

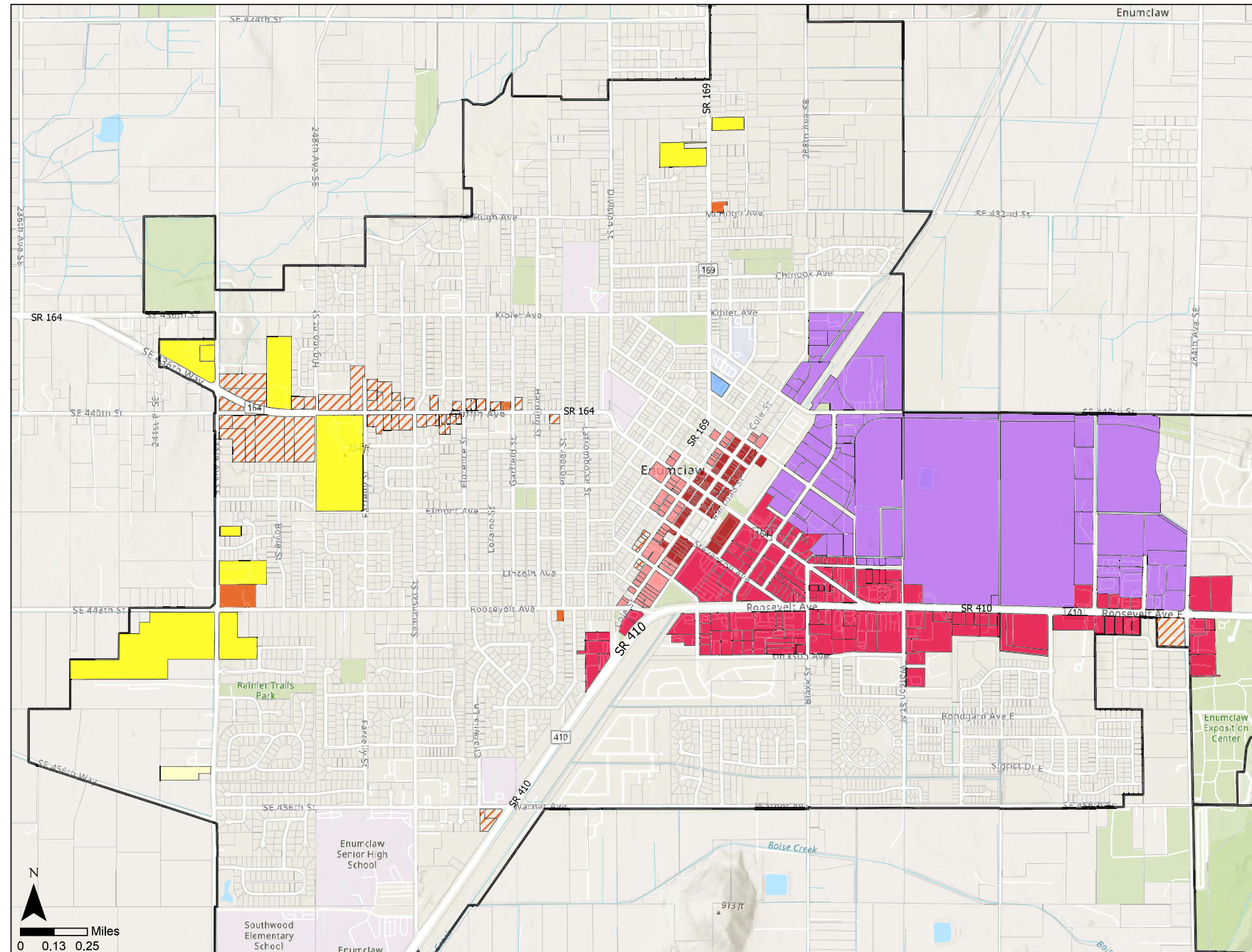
CITY OF ENUMCLAW MOBILE VENDING MAP

-  R-1 Low Density Single Family Residential
-  R-2 Moderate Density Single Family Residential
-  R-3 Mixed Residential
-  CB-1 Central Business
-  CB-2 Central Business 2
-  NB Neighborhood Business
-  HCB Highway and Community Business
-  GO General Office
-  GO-H General Office-Hospital
-  LI Light Industrial
-  City Limits
-  King County Parcels

Disclaimer: This map is a visual representation derived from the Geographic Information System of the City of Enumclaw and does not represent survey level accuracy. This map is based on the best information available as of the date shown on this map. The City of Enumclaw makes every effort to provide correct information, but makes no representation as to the completeness or accuracy of this map. The process of data collection is continuous and the information displayed should not be considered complete. This map is not intended for regulatory purposes, as the scale, accuracy, and completeness are not sufficient to determine regulatory implications at a site-specific level. This map represents the best available data at the time of publication.

The City of Enumclaw shall not be liable for any general, special, indirect, incidental, or consequential damages including, but not limited to, lost revenue or lost profits resulting from the use or misuse of the information contained on this map. Any sale of this map or information on this map is prohibited except by written permission of the City of Enumclaw.

Date: June 2025



18.05.060 Retail sales, service uses and similar uses land use matrix.

A. Retail Sales, Service Uses and Other Uses Land Use Matrix (NAICS 44, 45, 812, and 8114).

KEY	RESIDENTIAL ZONES					COMMERCIAL/INDUSTRIAL ZONES									
	Low Density SF	Mod Density SF	Mixed Residential	Multifamily Res	Residential Mobile Home Park	General Office	General Office-Hospital	Neighborhood Business	Highway Community Business	Central Business 1	Central Business 2	Light Industrial	Public Use	Hospital	Airport
SPECIFIC LAND USE	R-1	R-2	R-3	R-4	RMHP	GO	GO-H	NB	HCB	CB-1	CB-2	LI	P	H	A
Solicitors and mobile vendors, subject to Chapter 5.60 EMC	p ^{2,3}	p ^{2,3}	p ^{2,3}			p ²	p ²	p ²	p ²	p ²	p ²	p ²			

B. Retail Sales, Service Uses and Other Uses Land Use Footnotes.

1. Permitted as accessory to a primary use permitted in GO.
2. Mobile vending permitted only from vehicles under the following conditions:
 - a. Vehicle used must be drivable and licensed in the state of Washington;
 - b. The mobile vendor may not be located within the public right-of-way for more than 18 hours in any one 24-hour period; and
 - c. There may be no site furnishings, tents, tables or other similar appurtenances associated with the mobile vendor within the public rights-of-way.
3. Mobile vending (excluding solicitors) within R-1, R-2 and R-3 zones is only permitted under the following conditions:
 - a. The lot size shall be a minimum of three-quarters of an acre; and
 - b. Shall be located adjacent to a major arterial; and
 - c. Shall not be permitted in the rights-of-way within residential zones; and
 - d. Shall not be permitted on lots with an existing residential use; and
 - e. Shall be paved; and
 - f. Shall have no more than five mobile vendors at the site in total.

Regional Fire Marshals

Mobile Food Preparation Vehicle Inspection Checklist

This document is a regional fire inspection checklist for mobile food preparation vehicles with the intent of providing a standardized inspection that multiple fire jurisdictions recognize. This program does not omit local jurisdiction requirements and their permitting processes. All mobile food preparation vehicle operators are required to contact each jurisdiction prior to operating within that jurisdiction.

Name of Mobile Food Vehicle: _____

Mailing Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

L&I Number (VEN): _____ License Plate#: _____

Date Inspected: _____ Fire Agency: _____

Inspector Signature: _____

Summary of Inspection - Regional
<input type="checkbox"/> Approved – No Violations
<input type="checkbox"/> Approved to operate – violations noted below must be corrected
<input type="checkbox"/> Not approved to operate

Regional Inspection Checklist

Documentation

	PASS	FAIL	N/A
1. Washington State L&I Approval Sticker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cooking System Type-1 Hood *(If produces grease laden vapors)*

	PASS	FAIL	N/A
1. Cooking suppression system is UL300 listed, serviced, and cleaned. <ul style="list-style-type: none"> • Date of last service: _____ <i>(Semiannually)</i> • Date of last cleaning: _____ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Manual Pull Station accessible and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cooking Oil Storage

PASS FAIL N/A

- 1. Aggregate volume less than 120 gallons.
- 2. Storage tanks stored in such a way as to not be toppled or damaged during transport.

LP-Gas Systems

PASS FAIL N/A

- 1. LP tanks located on the outside of the vehicle or in a vapor tight cabinet vented to the outside.
- 2. LP tanks located on back of vehicle are provided with adequate impact protection provided.
- 3. Maximum LP tank size less than 200 pounds. (4.23 lb = 1 gal)
 - Number of tanks: _____
 - Size of tanks: _____
 - Date last inspected: _____
(Annually)
 - Date of last hydro: _____
- 4. LP tanks securely mounted and piping protected.
- 5. LP gas alarm installed, operational and tested.
 - Last test date: _____
- 6. LP shut off valves installed and accessible.
- 7. LP tanks used or stored outside of the vehicle shall be secured with a non-combustible strap or chain in an upright position and protected from impact.

CNG Systems

PASS FAIL N/A

- 1. All CNG containers are NGV-2 cylinders with a maximum size less than 1300 pounds. (1 ft³ = 8 lbs)
 - Number of tanks: _____
 - Size of tanks: _____
 - Tank expiration date(s): _____
 - Date last inspected: _____
(Every 3 years)
 - Date of last hydro: _____
- 2. Tanks securely mounted and piping protected.
- 3. Methane gas alarm installed, operational and tested.
 - Last tested date: _____

Portable Fire Extinguishers

PASS FAIL N/A

- 1. Class K Extinguisher installed along egress path (If using deep fat fryer or solid fuels).
 - Date last Serviced
(Annually) _____
- 2. Fire protection system use placard installed near Class K Extinguisher.

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| <p>3. 2A:10B:C portable extinguisher shall be provided along egress path. If LP-gas is used the portable extinguisher shall be a 2A:40B:C.</p> <ul style="list-style-type: none"> • Date last serviced
(Annually) _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

Electrical

- | | PASS | FAIL | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Extension cords protected from damage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. No open electrical junction boxes or wiring. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Generators

- | | PASS | FAIL | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Generators located a minimum of 10 feet from combustibles. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Refueling of internal combustion engines shall not be allowed during cooking operations and only when the electric generators and internal combustion power sources are not in use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Keep Required Documentation in Your Food Truck

Please ensure you keep a copy of the following documents in your truck. You may be asked to produce these at any time by a fire department inspector.

- Your fire inspection report (this form or other documentation provided to you by the fire agency that completed your inspection).
- A copy of the inspection, test, and/or cleaning reports for your commercial range hood, fire suppression system and extinguishers, completed by the contractor you use.
- A copy of any permit(s) issued by a local fire department for your food truck.

Additional Checklist Information and Guidance

Mobile food preparation vehicles are regulated by several different agencies as well as several different Codes and Standards. The below list, while not inclusive of all possible codes, standards, and regulations, is the general focus of local fire jurisdictions when evaluating food vehicles for operational permits.

2018 International Fire Code Sections:

- 105 – Permits
- 319 – Mobile food preparation vehicles
- 607 – Commercial kitchen hoods
- 608 – Commercial kitchen cooking oil storage
- 904.12 – Commercial cooking systems
- 906 – Portable extinguishers

National Fire Protection Association Standards

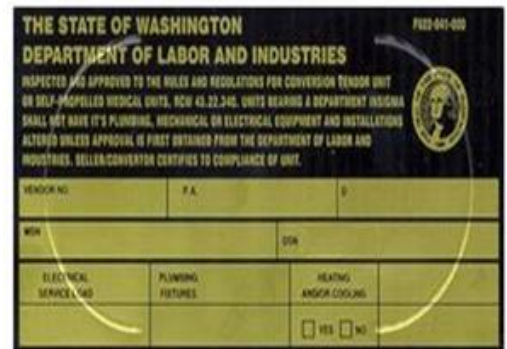
- 17A – Wet chemical extinguishing systems
- 58 – Liquid petroleum gas code
- 96 - Ventilation control and fire protection of commercial cooking operations

Additionally, the manufactureres recommendations for the installation, use and maintenance of their products should always be followed.

Documentation

Washington State L&I insignia or approval on vehicle or appliance

Obtain Labor and Industries inspection and seal (black label affixed to the outside of the vehicle) prior to final inspection with the local health district. All occupied vehicles (commercial coaches, trucks, trailers) must obtain approval from the Washington State Department of Labor and Industries. Labor and Industries regulations govern the safety of design and the installation of plumbing, heating, and electrical equipment. Contact the Labor and Industries Plans Examiner at 360.902.5222 for more information.



Cooking System Type-1 Hood

(If produces grease laden vapors)

Type-1 Hood inspection shall include but is not limited to verifying the following:

- The system is a UL300 system.
- The system has been serviced within the last six months or after activation.
- Fusible links are replaced annually.
- Grease filters are UL 1046.
- Grease filters are arranged so that all exhaust air passes through them.

- Grease filters are installed at an angle of not less than 45 degrees from the horizontal and orientation to drain grease.
- Drip Trays and/or containers are present and installed correctly.
- Manual Actuator located in an accessible, unobstructed location in a path of egress.
- Manual Actuator is installed between 48 to 42 inches above the floor.
- System Annunciation indicator (audible or visual) is provided to show that the system has been activated.
- Exhaust, including hood, grease-removal devices, fans, ducts and other appurtenances, shall be inspected, cleaned and tagged by a qualified individual.

TYPE OF COOKING OPERATIONS	FREQUENCY OF INSPECTION & CLEANING
High-volume cooking operations such as 24-hour cooking, charbroiling or wok cooking.	3 months
Low-volume cooking operations such as places of religious worship, seasonal businesses and senior centers.	12 months
Cooking operations utilizing solid fuel-burning cooking appliances.	1 month
All other cooking operations.	6 months
Cleaning	Required when dirty or based on local requirements

Cooking Appliances

Deep-fat fryers – installed with at least a 16-in space between the fryer and surface flames or adjacent cooking equipment. Exception: Where a steel or tempered glass baffle plate is installed at a minimum 8-inches in height between the fryer and surface flames of the adjacent appliance. (NFPA 96 12.1.2.4)

Movement of appliances – To minimize possible damage and impaired operation due to items shifting in transit, cooking appliances shall be constructed and secured in place or otherwise protected. (IFC 319.5)

Cooking equipment cleaning – Cooking equipment that collects grease below the surface, behind the equipment, or in cooking equipment flue gas exhaust, such as griddles or char-broilers, shall be cleaned and maintained. (IFC 607.3.3.2)

LP-Gas Systems (IFC 319.8/IFC 61)

System location – LP-Gas supply systems, including the containers, shall be installed either on the outside of the vehicle or in a recess or cabinet that is vapor tight to the inside of the vehicle but accessible from and vented to the outside, with the vents located near the top and bottom of the enclosure and 3 feet horizontally away from any opening into the vehicle and below the level of the vents.

Protection of containers – LP-gas containers installed or stored in or on the vehicle shall be:

- Securely mounted and restrained to prevent movement.
- LP tanks located on back of vehicle must have adequate impact protection provided.
- Stored in an approved manner in an upright position.
- Protected from weather.
- Have a cap or collar to protect against physical damage regardless of whether they are full, partially full, or empty, and cylinder outlet valves shall be closed.

Protection of system piping – LP-gas system piping, including valves and fittings, shall be adequately protected to prevent tampering, impact and damage, and damage from vibration.

Tanks within hydro – All tanks shall be within hydro dates. Dates can be verified on new cylinders by checking for a manufacturer’s 4-digit month/year stamped on the collar. Cylinders that have previously been recertified will have an aftermarket 6 or 8 alphanumeric stamp that will read like the following example: 02X07E or 07ABC07E.

Inspected for damage – Damage can threaten the integrity of the tanks.

LP-gas alarm – A listed LP-gas alarm shall be installed within the vehicle in the vicinity of LP-gas system components, in accordance with the manufacturer’s instructions.

Shutoff valves – There shall be a minimum of two shutoff valves:

- Main shutoff valve on the LP-Gas containers for liquid and vapor shall be readily accessible.
- Emergency shutoff valve shall be a quarter-turn manual gas ball valve installed within the LP-Gas piping installed on the exterior of the vehicle and readily accessible.

Caution plate - A permanent caution plate shall be provided, affixed to either the appliance or the vehicle outside of any enclosure and adjacent to the container(s), and shall include the following items:



CAUTION

- (1) Be sure all appliance valves are closed before opening container valve.**
- (2) Connections at the appliances, regulators, and containers shall be checked periodically for leaks with soapy water or its equivalent.**
- (3) Never use a match or flame to check for leaks.**
- (4) Container valves shall be closed when equipment is not in use.**

CNG Systems (IFC 319.9)

Inspected for damage – Damage or exposure to certain chemicals can threaten the integrity of CNG tanks.

Protection of system piping – CNG system piping, including valves and fittings, shall be adequately protected to prevent tampering, impact damage and damage from vibration.

Methane alarms – A listed methane gas alarm shall be installed within the vehicle in accordance with manufacturer’s instructions.

Diamond-shaped label - CNG vehicles shall be identified with a permanent, diamond-shaped label complying with the following:

- Minimum of 4.72 in. long × 3.27 in. high
- Marking in the label shall consist of a border and the letters “CNG” 1 in. minimum height centered in the diamond of silver or white reflective luminous material on a blue background.
- Placed on an exterior vertical surface on the lower right rear of the vehicle. (not on the bumper)

Train Your Food Truck Staff on These Fire Safety Basics:

- **Know where the fire extinguisher is and how to use it.** You may find the acronym PASS helpful – Pull out the pin, Aim at the base, Squeeze, and make a back and forth Sweeping motion.
- **Clean up grease.** Cleaning exhaust hoods is especially important since grease build-up can restrict air flow. Be sure to also clean walls and work surfaces; ranges, fryers, broilers, grills, and convection ovens; vent and filters.
- **Never throw water on a grease fire.** Water tossed into grease will cause grease to splatter, spread, and likely erupt into a larger fire.
- **Remove ashes** from charcoal and wood burning ovens at least daily.
- **Store flammable liquids properly.** Keep them in their original containers or puncture-resistant, tightly sealed containers. Store in well ventilated areas away from combustible supplies, food, food-preparation areas of any source of flames.



Have an Emergency Plan:

If a fire breaks out in your mobile food facility, your staff must take control of the situation and all employees must exit the vehicle to a point safely away from the vehicle.

- **Power down.** Train staff how to shut off propane and electrical power in case of emergency.
- **Call 911.** Ensure everyone exits the vehicle and call 911. Ensure you advise your customers to evacuate away from the vehicle.

ATTENTION.

Are you aware that your compressed gas cylinders must be inspected?

Cylinders are required to be requalified, or replaced every 5-12 years depending on the cylinder type, condition, and previous requalification method (Ref. 49 CFR §§ 180.205(d) and 180.209).

The original manufacture/test date and any requalification/retest dates must be presented in a specific manner. Cylinders that are overdue for requalification must not be refilled.

If propane tanks are manufactured to ASTM Standards and built into the truck's body making it difficult to remove, then these tanks are exempt from the DOT reinspection requirements.

For more information, contact the Hazmat Info-Center: 1-800-467-4922.



RIN number identifying retester/requalifier

7^{A1} 14
32

Month last requalified Year last requalified

Requalification Date



Original Manufacture/ Test Date

If no requalification markings are found, the cylinder must be requalified within 12 years of the original manufacture date. (Must be requalified by 5/2017 in this example)



Volumetric Test.

Basic Marking. Must be requalified within 12 years of stamped date (Must be requalified by 7/2026 in this example)



Proof Pressure Test.

"S" indicates cylinder must be requalified within 7 years of stamped date (Must be requalified by 7/2021 in this example)



External Visual Test.

"E" indicates cylinder must be requalified within 5 years of stamped date (Must be requalified by 7/2019 in this example)



U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration

If cylinder is out of test find an approved requalifier to requalify your cylinder. A list of DOT approved requalifiers is available from the PHMSA website:

<https://portal.phmsa.dot.gov/rinlocator>