

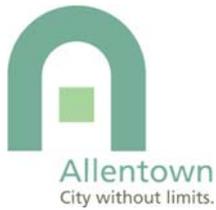
## City of Allentown Mobile (Street and Sidewalk) Vendor License Application

### INSTRUCTIONS

1. Call the Department of Community and Economic Development (CED) to set up a meeting to discuss your mobile vending plan, 610-437-7610. During this preliminary meeting, you should be prepared to discuss where you would like to operate and your familiarity with health regulations.
  - a. Private Property: If you plan to operate on private property that is not in a residential zone, you must receive approval from the property owner and the Zoning Office. You must submit a letter from the property owner authorizing you to operate on their property. You may be required to submit a Zoning Permit Application and a \$50 application fee.
2. Complete and submit the following applications. Only complete applications will be accepted.
  - a. Mobile Vendor License Application (CED, 3<sup>rd</sup> Floor)

There is a \$50 application fee due at the time your application is submitted. If your application is approved, there is a \$250 annual license fee, due at the time your application is approved (not due when your application is submitted).
  - b. Mobile Food Unit License Application (Health, 4<sup>th</sup> Floor)

This application is only required if you are selling food or beverages. If your application is approved, there is a \$1 annual license fee and a \$274 annual operation fee, due at the time your application is approved (not due when your application is submitted).
  - c. In-City Business Registration Questionnaire (Business License Application) (Revenue, 2<sup>nd</sup> Floor) There is a \$35 annual application fee due at the time your application is submitted.
3. CED will mail you a letter when a decision has been made about your application.
  - a. If your application is approved, the letter will notify you of an appointment with CED and Health to pay your license fees. At this appointment you will need to bring two checks, both made out to the City of Allentown: 1) \$250 for the Mobile Vendor License; and \$275 for the Mobile Food Vendor License. Your licenses will be mailed to you within 30 days of submitting payment for the licenses.
  - b. If your application is denied, the letter will explain why your application was denied.



## City of Allentown Mobile (Street and Sidewalk) Vendor License Application

### DISPLAY YOUR LICENSES

If your application is approved, you must display all three of your licenses in your mobile vending unit:

- 1) Business License
- 2) Mobile Vendor License
- 3) Mobile Food Unit License

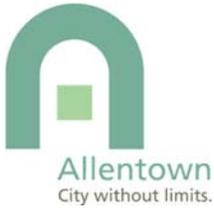
### LICENSE RENEWAL

All three licenses must be renewed on an annual basis.

- 1) Business License
  - Annual Fee: \$35
  - Licenses are valid within the calendar year they are received
- 2) Mobile Vendor License
  - Annual Fee: \$250
  - Licenses are valid within the calendar year they are received
- 3) Mobile Food Unit License
  - Annual Fee: \$1 license fee and \$274 operation fee
  - Licenses are valid for 12 months from the time the license is issued

### CITY OF ALLENTOWN PHONE NUMBERS

- **Business License:** Bureau of Revenue and Audit, City Hall, 2<sup>nd</sup> Floor, (610) 437-7501
- **Mobile Vendor License:** Business Development Office, City Hall, 3<sup>rd</sup> Floor, (610) 437-7610
- **Health License:** Health Bureau, City Hall, 4<sup>th</sup> Floor, (610) 437-7759
- **Zoning Approval:** Zoning Office, City Hall, 4<sup>th</sup> Floor, (610) 437-7630



# City of Allentown Mobile (Street and Sidewalk) Vendor License Application

## APPLICATION

Owner(s) name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) home address: \_\_\_\_\_

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Primary phone #: \_\_\_\_\_ Secondary phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Vending address preference(s): 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Number of employees: \_\_\_\_\_

Proposed days and hours of operations: \_\_\_\_\_

Detailed description of goods to be sold:

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Description of stand, pushcart or motor vehicle including dimensions, construction and appearance  
(attach diagrams, photos, blueprints and/or drawings):

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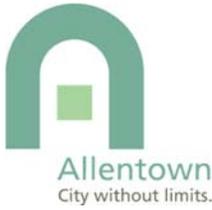
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Driver's license #: \_\_\_\_\_ Motor vehicle registration #: \_\_\_\_\_

(motor vehicle information must be provided if a motor vehicle is used in the operation of the business)

Business license #: \_\_\_\_\_ Health license # (if applicable): \_\_\_\_\_



# City of Allentown Mobile (Street and Sidewalk) Vendor License Application

### ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION

1. Diagrams, photos, blueprints and/or drawings of your mobile vending vehicle/cart
2. Letter from property owner authorizing use of location (if vending on private property)
3. Photo identification
4. Proof of liability insurance coverage (\$1,000,000)
5. Mobile Vendor Application fee \$50 (non-refundable)

Note: Falsification of any statement made herein is an offense punishable by a fine or imprisonment or both. After your application is approved, you will be required to pay a \$250 annual license fee (valid from January – December during a calendar year) prior to receiving your license tag.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Name (please print): \_\_\_\_\_

Business Name: \_\_\_\_\_

**FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE**

**TYPE OF MOBILE VENDOR**

Stationary on private property

Multiple locations through the day

Stationary in public right of way

Proposed vending address(es): \_\_\_\_\_

Business Dev Office Approval: \_\_\_\_\_

Name

Date

Health Bureau Approval: \_\_\_\_\_

Name

Date

Zoning Bureau Approval: \_\_\_\_\_

Name

Date

Engineering Bureau Approval: \_\_\_\_\_

Name

Date

VLRC Approval: \_\_\_\_\_

Name

Date

Has business license

Submitted photo ID

Submitted insurance information

Has health license

Paid \$50 application fee

Paid \$250 annual license fee

Submitted letter from property owner (if vending on private property)



## **City of Allentown Operational Requirements for Mobile (Street and Sidewalk) Vendors**

The following requirements apply to licensed mobile vendors:

### All Mobile Vendors

- Must keep their Mobile, Health and Business License in sight of customers and City Inspectors.
- Must maintain proper waste disposal and recycling according to City ordinances.
- All food vending from mobile food vending unit must be done **ON THE VEHICLE**. It is not permitted to remove food items from the vehicle to sell from a table under a free standing canopy. Mobile food vendors that sell whole, uncut produce are exempt from this rule.
- May not obtain electrical power which requires investment until mobile vendor license is issued.
- May not operate until all approvals are obtained through the City of Allentown.

### Mobile Sidewalk Vendors

- May not operate in a residential neighborhood.
- May not set up signs, chairs, tables and other items that block the pedestrian right of way.
- Must remain 50 feet from other food vendors.
- Must remain 50 feet from an operating restaurant.
- Must have approved locations by City of Allentown.
- Must have signed permission by the closest property owner to operate at address.
- May not operate on City Streets.

### Mobile Vendors on Private Property

- Parking a mobile vending unit on private property is permitted if notarized written permission is given from property owner. The property must be commercially zoned. Evidence of agreement must be provided with application.
- Must have proper parking required by Zoning Department.
- Any permanent signage must be approved by the Zoning Department.

### Motorized Vendors on City Streets

- May not park in residential neighborhoods.
- May not park at parking meters or other time restricted areas.
- May not park in City Parks and other City controlled properties.
- May not park within 100 yards of a school.
- Must remain 50 feet from an operating restaurant.

### Mobile Vendors are prohibited from locations

- Within 100 feet of any property used for school purposes during school hours
- Within a City Park, on a street adjacent to a City Park or bordering a City Park
- On a publicly-owned parking lot or metered or controlled parking space
- On any sidewalk less than six feet in width
- Within 15 feet of any bus stop zone
- Within 15 feet of a pedestrian crosswalk or intersection
- Within 15 feet of a handicapped parking space

***Mobile Vendors Operators are urged to review the City of Allentown's Article 740 (Street and Sidewalk Vendors) for complete details on rules and regulations.***

**CITY OF ALLENTOWN  
IN-CITY BUSINESS REGISTRATION QUESTIONNAIRE**

You are:  Changing an existing account (OR)  Registering a new business EFFECTIVE DATE \_\_\_\_\_

**GENERAL INSTRUCTIONS:** Complete all sections of the questionnaire, answering all questions in full. *All registrants must complete Signature Section C.* Mail completed form to: City of Allentown, Bureau of Revenue & Audit, 435 Hamilton Street, Room 215, Allentown, PA 18101. Any questions, please call 610-437-7507. An application fee of **\$35.00** must accompany the Business Registration Questionnaire.

**Section A:** This section must be completed for an Incorporated business or by persons who are Self-Employed and by each Partner of an unincorporated business. Additional copies of this form are available upon request, and on-line at: [www.allentownpa.gov](http://www.allentownpa.gov)

Business Name		Federal EIN Number		
Legal Name (if different than Business Name)		Business Web Address		
Sole Proprietor or Partner Name		Social Security Number		
<b>Physical Business Address</b> (Do not use PO Box)		City <b>Allentown</b>	State <b>PA</b>	Zip Business Phone
<b>Mailing Address for ALL Business Related Forms</b>	Contact Person		E-mail Address	
	Street or PO Box		City	State Zip
<b>Indicate Type of Entity:</b> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Other		Business Classification: <input type="checkbox"/> Wholesale <input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Manufacturing		
		Nature of Business: (detailed description)		

**LIST PRINCIPLE OWNERS, PARTNERS OR OFFICERS**

Name & Title	Home Address	Social Security No.	Home Phone

City or Township/School District where you reside?		Do you, or will you, have amusement devices?  <input type="checkbox"/> NO <input type="checkbox"/> YES, # of devices _____
Date business incorporated	State of Incorporation	
No. of employees (if Sole Proprietor, do not include yourself in this number)		

**LIST ALL OTHER CITY OF ALLENTOWN BUSINESS NAMES AND ACCOUNT NUMBERS**

Business Name	Account No. (QW,MW,EW,SP,RE)

**Section B:** this section **MUST BE** completed for **ALL** businesses operating in the City of Allentown

Tax Preparer Information	Name:		Telephone No.	
	Address:			
	City:	State	Zip	
Principle Bank Information	Name:		Telephone No.	
	Address:			
	City:	State	Zip	

**Section C:** I hereby certify that the above information and statements are true and correct. I understand that approval for the above business is contingent upon my compliance with the following departments: Bureau of Revenue & Audit, Zoning, Recycling, Fire and Health (where necessary). I also understand that it is my responsibility to notify the City of Allentown in writing, or on forms designated by the City, if any of the above information changes, or if my business closes.

Signature	Title	Date
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Non-Profit Organizations: The City requires a copy of your 501C (IRS non-profit letter)

EDEN Customer #
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Business Acct #
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CITY OF ALLENTOWN  
 BUSINESS REGISTRATION QUESTIONNAIRE (SIDE 2)  
 - CITY OF ALLENTOWN USE ONLY -

ZONING APPROVAL & RESTRICTIONS (IF ANY):

Date Approved

RECYCLING APPROVAL & RESTRICTIONS (IF ANY):

Date Approved

FIRE APPROVAL & RESTRICTIONS (IF ANY):

Date Approved

HEALTH APPROVAL & RESTRICTIONS (IF ANY):

Date Approved

- REVENUE & AUDIT USE ONLY -

- BUSINESS REGISTRATION INFORMATION -

Business Account No.		Business Privilege Tax	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ref. or Partner Acct. No
Real Estate Account No.		Business License	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Commercial EIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amusement Tax Device	<input type="checkbox"/> Yes <input type="checkbox"/> No	S.I.C. Code
Commercial LST	<input type="checkbox"/> Yes <input type="checkbox"/> No	# of Amusement Devices		New For: Qtr. Yr.
Self-Employed EIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	Recycling Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No	City Start Date
Self-Employed LST	<input type="checkbox"/> Yes <input type="checkbox"/> No	Trash Hauler's License	<input type="checkbox"/> Yes <input type="checkbox"/> No	Work PSD Code
Processed By:		Reference Only Account	<input type="checkbox"/> Yes <input type="checkbox"/> No	Live PSD Code
Process Date:		Incorporated Date:		Incorporated State:



Certified Food Employee			
Employee Name:	Course:	Certificate No.	Expiration Date

**MOBILE UNIT DATA  
(EACH MOBILE UNIT MUST HAVE A SEPARATE LICENSE)**

Vehicle #	Make and Model	Color and Markings	PA License #	AHB License #
1				
2				
3				
4				
5				
6				

*NOTE: Each mobile unit should be clearly marked with your business name and the vehicle's number.*

FOR EACH MOBILE UNIT LISTED ABOVE, PLEASE INDICATE THE LOCATION OF YOUR DAILY STOPS IN THE CITY OF ALLENTOWN

Unit 1 _____ _____ _____ _____	Unit 4 _____ _____ _____ _____
Unit 2 _____ _____ _____ _____	Unit 5 _____ _____ _____ _____
Unit 3 _____ _____ _____ _____	Unit 6 _____ _____ _____ _____

# CITY OF ALLENTOWN – BUREAU OF HEALTH

## MOBILE FOOD FACILITY GUIDELINES

### GENERAL

All mobile food facilities shall comply with these guidelines and requirements of the City of Allentown Food Service Sanitation Ordinance #14189, the PA Retail Food Facility Safety Act and FDA Model Food Code.

**The Bureau of Health may impose additional requirements or modify or waive requirements at its discretion.**

A plan review application, including license application and fee, must be submitted to and approved by the Bureau of Health prior to operation.

A commissary or depot may be required when additional storage, food preparation or cleaning facilities are needed beyond the capacity of the mobile food facility. All commissaries or depots must be approved and licensed by the regulatory agency having jurisdiction over the location of the commissary or depot. A copy of the most recent inspection report for the commissary or depot from the appropriate regulatory agency must be provided upon request.

Certain restrictions on the location of operation and sales, as well as restrictions on the location of a commissary or depot may apply. Consult the Bureau of Zoning at 610-437-7630 prior to operation to determine the suitability of proposed locations of operation.

### CONSTRUCTION

#### Physical Facilities

**All units must comply with the Food Service Sanitation Ordinance and FDA Model Food Code**

1. Enclosed Vehicles such as trailers and trucks on which food is prepared
  - All materials used in construction of a mobile food facility shall be durable, corrosion-resistant and nonabsorbent.
  - Floors, walls and ceilings must be smooth and easily cleanable.
  - The unit must be fully enclosed and have tight-fitting windows and doors.
  - Windows or doors intended to be open for ventilation or food service shall be protected by 16-mesh screens, air curtains or other effective means to protect against insects, rodents, dust, inclement weather or other possible contamination.
2. Carts or no-prep open lunch trucks
  - All materials used in construction of a mobile food facility shall be durable, corrosion-resistant and nonabsorbent.
  - Food must be protected by lidded or otherwise covered or enclosed compartments or storage areas. Overhead protection of the food and equipment on the unit must be provided to protect against inclement weather. For carts, this can be an umbrella mounted to the cart; for lunch trucks raised side panels that function as awnings. Severe weather may dictate that food service must temporarily cease.
  - Certain limiting conditions may eliminate the need for enclosure (e.g., a push cart operated inside a building). This determination will be made solely by the Bureau of Health.

#### Water Supply

- Water shall be potable and obtained from an approved source.
- Hot (110°F) and cold running water under pressure shall be provided and functional when the vehicle is mobile or stationary.
- This water system must be closed from the filling inlet to the discharge outlet.
- Materials used in construction of a water tank system shall be of safe material, durable, corrosion-resistant, nonabsorbent and easily cleanable.
- The water-filling inlet must be designed to protect from contamination and be provided with a hose connection of different size and type from the waste retention-tank flushing connection.
- Separate hoses must be used for filling the water tank and flushing the retention tank. The supply hose must be ANSI food grade hose stored in a sanitary manner.

- The water storage tank shall have a minimum capacity of one day's use (minimum 3 gallons).
- Back flow/back siphonage devices must be installed at the supply connection.

### Sewage and Waste Water

- A liquid waste retention tank must be provided that is at least 15% larger in capacity than the water supply tank.
- All waste water must be disposed of in a sanitary sewage system. Waste water shall not be discarded on the ground or into a storm water drain.

### Dishwashing Facilities

- Adequate dishwashing facilities must be provided to wash and sanitize equipment that is soiled or contaminated. This shall consist of a three-compartment sink set up to accomplish a wash-rinse-sanitize-air-dry method of dishwashing. Where only utensils such as spatulas or tongs are used, and only stationary equipment must be cleaned, a two-compartment sink may be approved at the sole discretion of the Bureau of Health.
- When all food is commercially packaged and served unopened, dishwashing facilities are not required.

### Handwashing Facilities

- The mobile food facility must have a handwashing sink with hot and cold running water under pressure.
- The handwashing sink must be provided with soap, single-use paper towels and a waste receptacle.
- When all food is commercially packaged and served unopened, the hand sink requirement may be waived at the sole discretion of the Bureau of Health.

### Equipment

- All equipment shall meet the design and construction requirements as specified in the Food Service Sanitation Ordinance (NSF or equivalent).
- All equipment shall be installed in accordance with all applicable code requirements for construction and fire safety.
- All equipment must be adequate for its intended use, well maintained and easily cleanable.
- Mechanical refrigeration units are required and must be capable of holding product at 41°F or below, and must be supplied with an accurate thermometer. For carts with menus limited to hot dogs, an insulated cooler may be used in lieu of refrigeration if the hot dogs are packaged and frozen.
- Cooking equipment must be capable of cooking foods to the appropriate temperature.
- Hot holding units must be capable of holding foods at 135°F or above.

### Refuse

- A leak-proof trash container with a tight-fitting lid must be provided.

## **OPERATION**

### Food

- All food shall be clean, wholesome, free from spoilage and adulteration, and safe for human consumption.
- All food shall be from approved, licensed/registered sources. **Foods prepared or canned in private homes are strictly prohibited.**
- **Food shall be protected from sources of contamination at all times.** Foods must be placed in protected locations during storage, preparation, cooking, serving or display. Food must be stored off the ground and covered to protect it from contamination, use plastic wrap, foil or lidded containers; do not use cloth to cover food.
- Raw fruits and vegetables must be thoroughly washed before preparation.
- **Potentially hazardous foods** such as meat, poultry, fish and dairy products must be kept **below 41°F or above 135° at ALL TIMES.** Adequate mechanical refrigeration and /or hot holding equipment must be provided.

- Potentially hazardous foods must be cooked to heat all parts of the food to a minimum internal temperature of **at least 145° except:**
  - o **Ground meats** (beef, pork, veal, lamb, sausage) must be cooked to **at least 155°F**.
  - o **All poultry** (including ground poultry) and stuffings must be cooked to **at least 165°F**.
  - o **Roasts** (beef, pork, ham) must be cooked to **at least 130°F for 112 minutes or 158°F for 1 second**.
  - o **Fruits and vegetables** must be cooked to **at least 135°F**.
  - o Use a metal stem probe thermometer to check food temperatures.
- All ice must come from approved sources and shall be stored in closed containers approved for food storage.
- Ice used for food and drink storage may not be used in drinks or as ingredients in food.
- Foods and drinks stored in ice must be in packaging that will not leak, such as sealed cans, bottles or plastic containers with tight-fitting lids.

#### **Handwashing and Employee Hygiene**

- Hands must be washed before starting work, when changing gloves, after smoking or going to the toilet, and as often as necessary to remove any contamination.
- No bare hand contact with ready-to-eat food is permitted. Use disposable gloves or clean utensils. Change gloves between tasks and when gloves become soiled.
- All food handlers must wear clean clothes, hair restraints and maintain a high degree of personal cleanliness. No smoking is permitted in the mobile food facility, or by the operator when engaged in any food service activity (e.g., loading, serving foods).

#### **Dishwashing and Cleaning**

- All food contact surfaces such as cutting boards, work tables, utensils and food preparation equipment must be cleaned and sanitized after each use.
- Approved sanitizer at adequate strength must be used for sanitizing as the 3<sup>rd</sup> step in dishwashing and for sanitizing food contact surfaces.

#### **Supervision**

- A **Person-in-charge** shall be present at all times and is responsible for overseeing food handling practices and staff hygiene, as well as excluding and restricting ill staff. No person can work as a foodhandler if they have a disease which can be transmitted by foods, or have symptoms of vomiting, diarrhea, jaundice, or fever, or have boils, infected wounds or sores on hands or arms.
- At least one employee shall have a current **Food Employee Certification** issued by the PA Department of Agriculture. A copy of the certificate must be present at the temporary facility. Non-profit organizations (churches, youth leagues, civic associations, etc.) are exempt from this requirement.

**The Bureau of Health may impose additional requirements or modify or waive requirements at its discretion.**

If you have any questions contact the Allentown Health Bureau at (610) 437-7759.