



## City of Allentown Mobile Vendor Instructions

### INSTRUCTIONS

1. Call the Allentown Health Bureau at 610-437-7599 to discuss your mobile food vending plan. During this consultation, be prepared to discuss where you would like to operate and your familiarity with health regulations. If you need business planning assistance, contact CADCA's Start Your Own Business Program, 610-433-5703.
  - a. Private Property: If you plan to operate on private property, 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 \$100 application fee.
  
2. Complete and submit the following applications. Only completed applications will be accepted.
  - a. Application for Annual License to Operate a Mobile Food Facility or a Mobile Facility Application if proposing to sell items other than food. Initial one-time application fee is \$50.
  - b. In-City Business Registration Questionnaire (Business License Application) (Revenue, 2<sup>nd</sup> Floor)
  
3. You will be contacted when a decision has been made about your application.
  - a. If your application is approved, a Sanitarian will contact you to review any outstanding fees and/or requirements, and to schedule an opening inspection. The following fees are required at the time of approval. An opening inspection cannot be conducted, and no licenses will be issued until all fees are submitted.
    - 1) \$250 for the Mobile Vendor License**
    - 2) \$275 for the Mobile Food Facility License**
    - 3) \$35 for the Business License Application**
  - b. If your application is denied, a letter will be sent explaining why your application was denied. You may submit an amended application for reconsideration.



## City of Allentown Mobile Vendor Instructions

### **Mobile Food Vendor Licensing involves approval from the following offices:**

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

**Specific questions must be directed to the appropriate office.**

### **LICENSE DISPLAY**

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 Facility License

### **LICENSE RENEWAL**

All three licenses must be renewed on an annual basis for Mobile Food Vendors. Mobile Vendors selling items other than food are required to renew only 1 and 2 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 Facility License
  - Annual Fee: \$250 operational and license fee
  - Licenses are valid for 12 months from the time the license is issued



## City of Allentown Mobile Vendor Instructions

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. Evidence of agreement must be provided with application. The property must be in one of the following business districts: B1R, B2, B3, B4, B5 or BLI. Zoning information can be found by searching the address through [Lehigh County Assessment](#).
- 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.
- A 12-foot driving lane must always be maintained.
- 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; a four-foot walking surface is always required.
  - 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

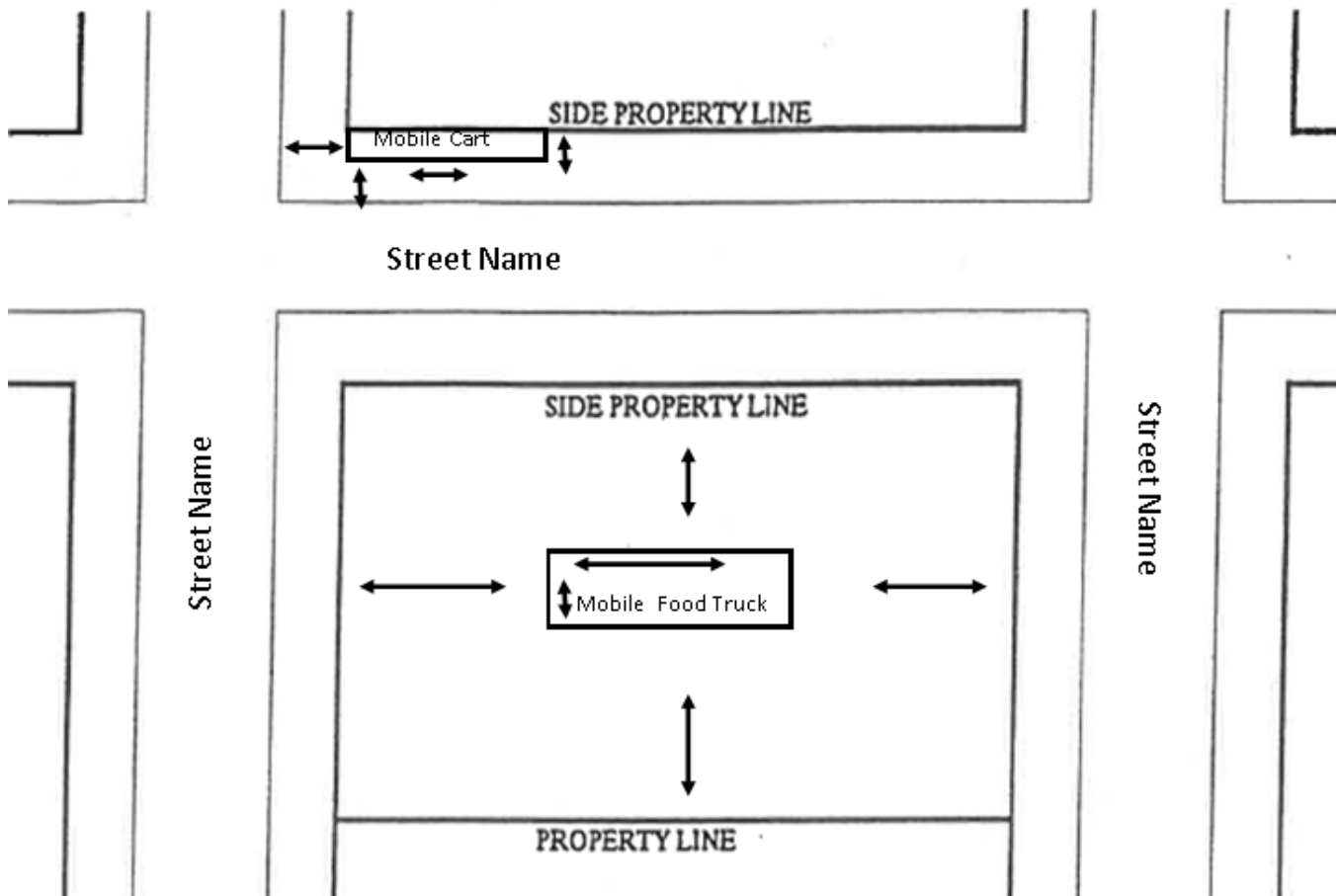


## City of Allentown Mobile Vendor Instructions

### Site Sketches must include:

- The dimensions of the mobile food truck or cart.
- The exact location of the mobile food truck or mobile cart on the property.
- The distance of the of the mobile food truck or mobile cart from all property lines and structures.
- The sidewalk space taken up by a mobile cart and width of the pedestrian walk-way.

See the Sample Site Sketch below.





# City of Allentown

## APPLICATION FOR ANNUAL LICENSE TO OPERATE A MOBILE FOOD FACILITY

**INSTRUCTIONS:** Complete **BOTH** sides of this application and the self-inspection form. Send the completed application, the total fee indicated and all required documents to the *Allentown Health Bureau, Environmental Health Services, 410 City Hall, 435 Hamilton St., Allentown, PA 18101*. **A late fee of \$35.00 per month will be charged for overdue licenses.** Make check or money order payable to the *City of Allentown*. **DO NOT SEND CASH.** Call (610) 437-7759 if you have any questions. **A license will not be issued until the license application, including reverse, is fully completed and the facility complies with all applicable regulations.**

### TYPE OF MOBILE VENDOR

- Multiple locations throughout the day
- Stationary Location
- Special Events Only

### Proposed Vending Addresses:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Private Property:** If you plan to operate on private property, you may be required to submit a **Zoning Permit Application** and a **\$100 application fee** and provide a letter from the property owner granting permission.

**Except for Special Events Only, a Mobile Vendor License is Required. For Mobile Vendor License Applications, you must include the following documents with your application:**

1. Diagrams, photos, blueprints and/or drawings of your mobile vending vehicle/cart
2. Site plan showing stationary location of the mobile unit at each address
3. Letter from property owner authorizing use of location (if vending on private property)
4. Letter of permission for vending in front of a store front (if vending on a sidewalk in front of a business)
5. Photo identification of owner/operator
6. Proof of liability insurance coverage (\$1,000,000) and current motor vehicle insurance
7. Mobile Vendor Application fee \$50 (non-refundable, one-time fee)

**For Special Events Only, you must include #1, #5 and #6 from the above list with your application.**

SECTION A – MOBILE UNIT INFORMATION	
Name	_____
Address	_____ _____
Phone	(    ) _____
Emergency #	(    ) _____

SECTION B – OWNER INFORMATION	
1. Type of Ownership:	_____
___ Corporation	___ Partnership
___ LLC	___ Non-Profit
	___ Sole Proprietor
	___ Other
2. Sole Prop. Name	_____
3. Partner's Name(s)	_____
5. CEO Name/Title	_____
6. Business Address	_____ _____ _____
7. Phone	(    ) _____
8. Where should all future correspondence be mailed? Check one:	
	___ Commissary Address in Section C
	___ Business Address in Section B
9. EMAIL ADDRESS	_____

SECTION C – COMMISSARY/DEPOT INFORMATION	
Facility Name	_____
Address	_____ _____
Phone	(    ) _____
Operator or Manager	_____

Operational Information

1. Number of employees: \_\_\_\_\_

2. Certified Food Employee(s)

Employee Name: \_\_\_\_\_ Course: \_\_\_\_\_ Certificate No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Course: \_\_\_\_\_ Certificate No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

4. Detailed description of goods to be sold: \_\_\_\_\_

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

6. Motor vehicle information must be provided if a motor vehicle is used in the operation of the business:

Motor vehicle registration #: \_\_\_\_\_

Operator Name: \_\_\_\_\_

Motor Vehicle License Plate # \_\_\_\_\_

Operator Driver's License # \_\_\_\_\_

7. Is your commissary located outside the City limits of Allentown?  Yes  No

If yes, you must provide a copy of the annual Health license and the most recent inspection report.

8. Mobile Vendors are required to move their vehicles or carts at least every 24 hours. Provide the location where the vehicle or cart will be stored when not in operation: \_\_\_\_\_

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 prior to receiving your license tag.

Application is hereby made for a license to operate a mobile food unit. By this application, I agree that the mobile unit will comply with all applicable ordinances and regulations including the requirement that I **contact the Allentown Health Bureau prior to making any changes to my mobile food unit.** It is further agreed that said mobile unit shall be available for inspection by the Allentown Health Bureau. I also understand that the license issued in **NOT TRANSFERABLE.** I hereby certify that I have applied for a sales and use tax license or exemption from the PA Department of Revenue as of the date of this application understanding that any false representation is subject to penalty under 18 PA. C.S. §4903 and §4904.

SIGNATURE

TITLE

DATE

Food & Mobile Vendor Fees	
<b>Mobile Food Facility</b>	
New Operational/License Fee (due upon approval)	\$275.00
Renewal Operational/License Fee (due annually)	\$250.00
<b>Subtotal</b>	
<b>Mobile Vendor Fees</b>	
Application (one time payment)	\$50.00
License Fee- per unit (due upon approval)	\$250.00
Renewal Operational Fee (due annually)	\$250.00
N/A – (Special Event Mobiles Only)	----
<b>Subtotal</b>	
<b>TOTAL</b>	

Application Fee Receipt	
Amount Rec'd	\$50.00 Date _____ Rec'd By _____
<input type="checkbox"/> N/A (Special Event Mobiles Only)	

License & Operational Fee Receipt	
Amount Rec'd	_____ Expiration Date _____
Date Rec'd	_____ Approved By _____
Health License# Issued	_____ Date _____
Business License #	_____ MVL: _____

# 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.

A Mobile Food Vendor Application Packet, 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.

### 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°**. 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:**
  - **Ground meats** (beef, pork, veal, lamb, sausage) must be cooked to **at least 155°F.**
  - **All poultry** (including ground poultry) and stuffings must be cooked to **at least 165°F.**
  - **Roasts** (beef, pork, ham) must be cooked to **at least 130°F for 112 minutes or 158°F for 1 second.**
  - **Fruits and vegetables** must be cooked to **at least 135°F.**
  - 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.

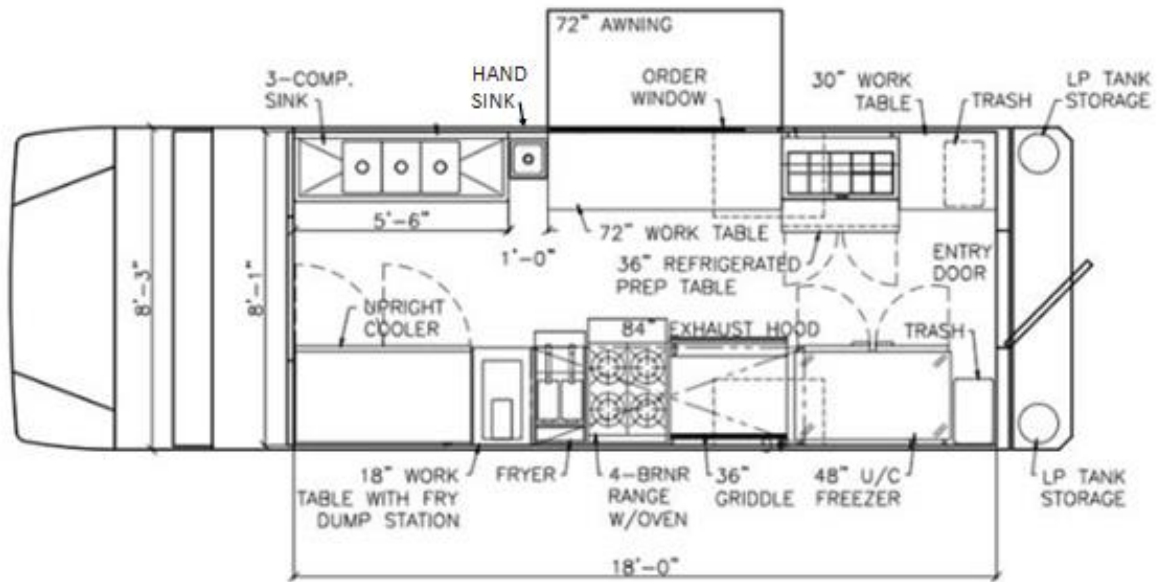
### **Mobile Food Vehicle/Cart Diagram**

- Diagram or drawing of the mobile food vending vehicle/cart must include:
  - All food service equipment including both stationary and portable pieces. (refrigerators, freezers, fryers, grills, bain maries, ice bins or machines, microwaves etc.)
  - The handwash sink and 3-bay sink.
  - Location and size of hot water heater, clean water tank and wastewater tank.

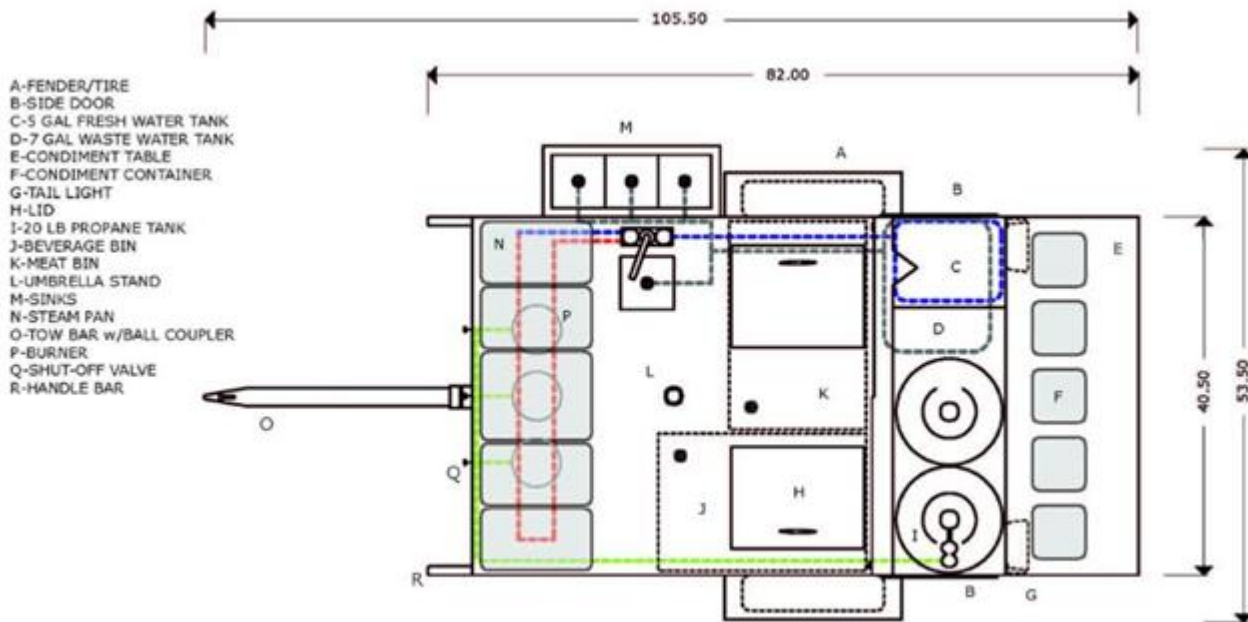
### **Sample Diagrams are on next page.**

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.

**Sample Food Truck Diagram:**



**Sample Food Cart Diagram:**



**CITY OF ALLENTOWN  
IN-CITY BUSINESS APPLICATION**

**GENERAL INSTRUCTIONS:** Complete all sections of the Business License application, answering all questions in full. *All applicants must complete Signature Section C.* Mail the completed form to: City of Allentown, Bureau of Revenue & Audit, 435 Hamilton St, Room 215, Allentown, PA 18101. A \$35.00 non-refundable application fee must accompany the application. Applications submitted after 3:30pm will not be processed until the next business day. If you have any questions, please call 610-437-7507.

**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***

Business Name		Federal EIN Number	
Legal Name (if different than Business Name)		Business Web Address	
Sole Proprietor or Partner Name		Social Security Number	
Physical Business Address (Do not use PO Box)		<b>Allentown 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
Indicate Type of Entity: <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 <input type="checkbox"/> Rental Nature of Business: (detailed description)		

**LIST PRINCIPAL OWNERS, PARTNERS OR OFFICERS**

Name & Title	Home Address (No PO Box)	Social Security No.	Home Phone

City or Township/School District where you reside? \_\_\_\_\_ Date Business Started in City of Allentown \_\_\_\_\_

Date Business Incorporated \_\_\_\_\_ State of Incorporation \_\_\_\_\_ Do you, or will you, have amusement devices?  
 NO  YES, # of Devices \_\_\_\_\_

Number of Employees (if Sole Proprietor do not count 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+4
Principal Bank Information	Name:	Telephone No.
	Address:	
	City	State Zip+4

**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: Revenue & Audit Bureau, Zoning, Recycling, Fire and Health (where necessary).

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

EDEN Customer #

Business Account #

