



## DO YOU WANT TO OPERATE A FOOD TRUCK IN SEATAC?

**Food trucks are welcome in SeaTac. Before you open your doors or pull out your awning, please make sure you have followed these steps:**

- Review and Signature on the City of SeaTac Municipal Code Regarding Mobile Food Trucks form (attached)
  
- Vendor has or obtains a SeaTac Business License
  - <https://dor.wa.gov/city-license-endorsements/seatac>
  - For more options, call Business Licensing Service 360.705.6741
  
- Vendor submits a copy of Seattle King County Public Health Permit
  
- Vendor gets their vehicle inspected from participating Fire Agencies. If through Renton Regional Fire Authority, Call 425.276.9580 to schedule an appointment. If the vehicle is working three or more days in a row, an Operational Permit from Puget Sound Fire Authority may be required. To confirm, contact them at 253.856.4400.
  
- Vendor submits a Mobile Food Vendor Addendum packet (attached) with all required forms by email or physical location to the City Finance Department located on the 3rd floor of City Hall at 4800 S. 188th St., SeaTac 98188. For more information, please call 206.973.4885 or [businesslicenses@seatacwa.gov](mailto:businesslicenses@seatacwa.gov).
  
- For first time applications, SeaTac Finance Department submits completed Mobile Vendor Addendum to City of SeaTac Planning Division for review.

Vendors will be notified when approved or if there are any questions.

***To vend in a City Park, prior approval and/or permits are required through the Parks Department.***



City of SeaTac  
Finance Department  
4800 S 188<sup>th</sup> Street  
SeaTac, WA 98188  
206-973-4885

## MOBILE VENDOR ADDENDUM

*This application must be completed in full. Incomplete applications will not be processed. Return completed forms to [businesslicenses@seatacwa.gov](mailto:businesslicenses@seatacwa.gov) or City of SeaTac Finance Department 4800 S 188<sup>th</sup> St SeaTac, WA 98188*

Name of Mobile Vendor: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Business Owner's Email Address: \_\_\_\_\_

UBI#: \_\_\_\_\_

**Please provide information about the property/business space that will be hosting the proposed mobile vendor:**

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

Business Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

---

The applicant must prove that the Mobile Food Vendor follows the regulations outlined in SMC5.55 & 15.415.300. A separate license is required for each mobile vehicle. Applicants must complete the following.

1. Attach a photograph of the vending unit, proposed signs, and any exterior equipment to this application.
2. Attach a copy of a current Washington State Vehicle registration.
3. Attach documentation proving the vending unit has been approved by the State of Washington Department of Labor and Industries.
4. Attach a copy of current Seattle- King County Health Permit for this vehicle.

5. Attach copy of passed vehicle inspection from one of the attached list of Participating Fire Agencies.
6. Complete a site plan for the proposed Mobile Vendor business and attach it to this application. *See attached example.*
7. Acknowledgement that food trucks shall not occupy the site for more than 18 hours a day \_\_\_\_\_ (initial)

**I HEREBY CERTIFY THAT THE INFORMATION CONTAINED ABOVE AND IN EXHIBITS ATTACHED HERETO ARE TRUE TO THE BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND THAT SUBMITTAL OF MY BUSINESS LICENSE APPLICATION DOES NOT AUTHORIZE OCCUPANCY OF THE SPACE AND/OR OPERATION OF THE BUSINESS AT THE ABOVE ADDRESS UNTIL CITY APPROVAL.**

\_\_\_\_\_  
BUSINESS OWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

---

**PROPERTY OWNER CONSENT**

*The following must be completed by the property owner*

\_\_\_\_\_  
PROPERTY OWNER/MANAGER SIGNATURE

\_\_\_\_\_  
DATE

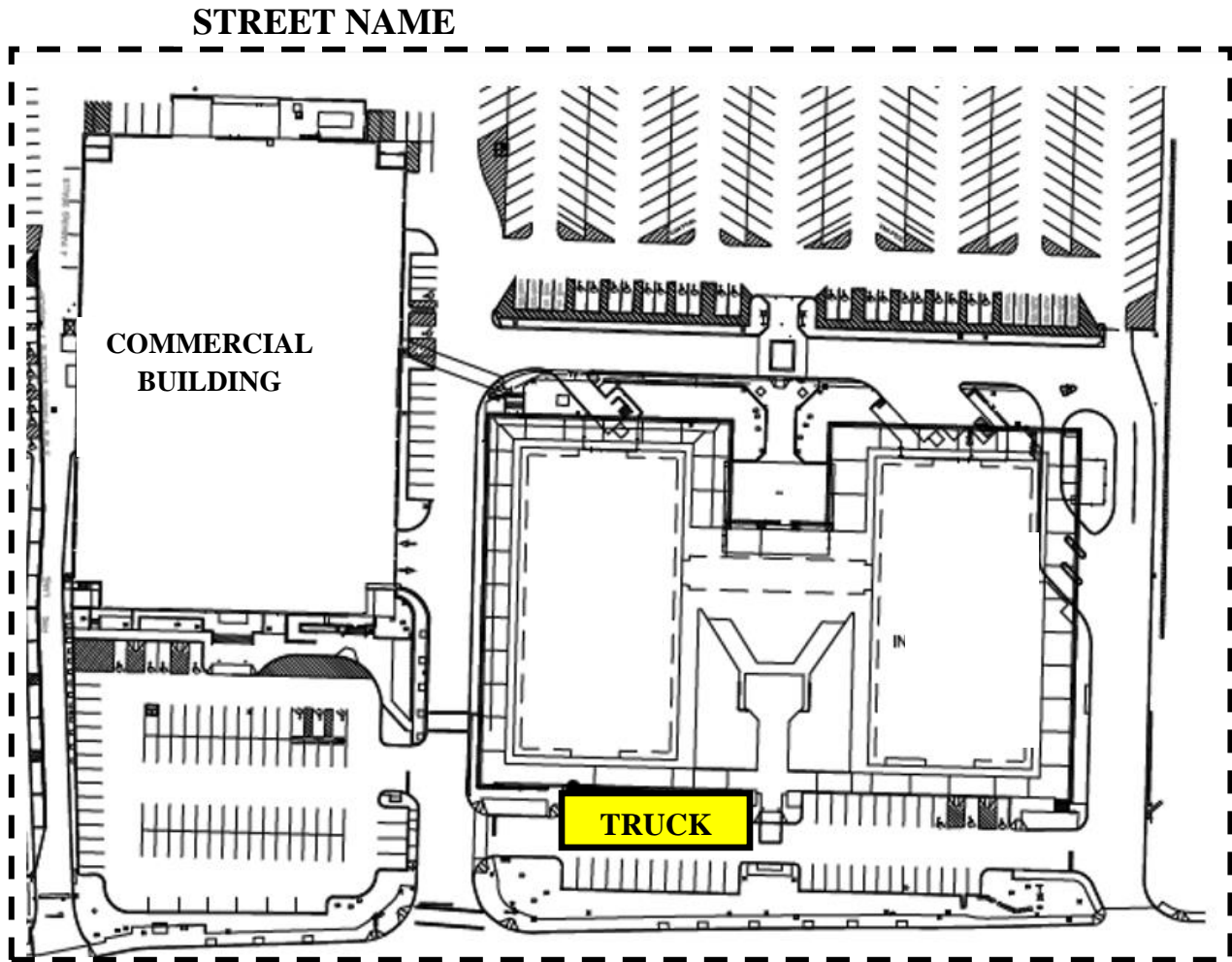
\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS OF PROPERTY OWNER

\_\_\_\_\_  
MAILING ADDRESS OF PROPERTY OWNER

# SITE PLAN EXAMPLE



Be sure to include the following information on the Site Plan:

8. Ingress and egress
9. Location of vending unit
10. Number of parking stalls occupied (include pedestrian lines/waiting areas)
11. Setbacks from buildings/structures (minimum 5 feet)

Don't have a site plan available? You can print an aerial map view from the internet and mark it up with the required information. *Questions? Call the City of SeaTac Department of Community and Economic Development at 206-973-4750.*

# **City of SeaTac Municipal Code Regarding Mobile Food Trucks**

## ***Applicants must sign prior to approval***

***Name of Food Truck/Business:*** \_\_\_\_\_

### **5.55.060 General regulations.**

A. The mobile food vendors shall leave the property in which they conduct business clean and vacant each day, including picking up trash and litter generated by the mobile food vendor's customers.

B. The owner of real property on which a mobile food vendor is located shall be responsible for overall site maintenance. The property owner shall be responsible for the mobile food vendor's compliance with the provisions of this chapter with respect to the mobile food vendor's operation on the owner's property.

C. All exterior trash receptacles not intended for customer use shall be screened from public view and securely covered.

D. The use of any portion of the vending unit as living or sleeping quarters is prohibited.

E. All attachments to the vending unit, including but not limited to signs, lights, overhangs, and awnings, shall be maintained in such a manner as to not create a hazard to pedestrians, customers or vehicles. Flashing lights and similar displays are prohibited.

F. One portable pop-up tent or umbrella, not to exceed ten (10) feet by twelve (12) feet in size, or up to three (3) tables with beach type umbrellas, may be used for cover for patrons. Cooking shall not take place under any tent. Umbrellas and canopies must be removed at the end of each day.

### **G. Grease and Wastewater.**

1. A grease trap shall be installed and maintained on all mobile food preparation vehicles.

2. Grease and wastewater shall be properly disposed of per adopted State and local health regulations.

H. Except for special events or activities authorized by a temporary use permit, no portable restrooms for use in connection with a mobile food vendor shall be allowed on a site.

I. Mobile food vendors shall not sell or serve alcoholic beverages.

J. For any property in which the mobile food vendor conducts business, mobile food preparation vehicles shall not occupy for more than eighteen (18) hours during any twenty-four (24) hour period.

K. All mobile food vendors shall comply with all laws, rules and regulations regarding food handling, and all mobile food preparation vehicles used by mobile food vendors shall comply with all applicable laws,

rules and regulations respecting such vehicles as established by Public Health – Seattle and King County, State and local traffic laws, and the provisions of the SeaTac Municipal Code.

L. The Fire Marshal shall review and issue applicable permits when a mobile food vendor utilizes an external propane tank that is not mounted on the mobile food preparation vehicle or external power connections and/or tent structures.

M. Mobile food vendors shall comply with the City electrical code (Chapter [13.180](#) SMC), including any electrical service to a mobile food preparation vehicle. In no event shall a mobile food vendor locate electrical lines or extension cords overhead or on the ground in any location in which the public has access. (Ord. 18-1010 § 1 (part))

**I have read and understand the conditions above and agree to follow all City rules and policies as listed when conducting business in the City of SeaTac.**

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***For City Use Only:***

**Vendor is scheduled to vend at a City Event (pending final approval).**      **Staff Initials:** \_\_\_\_\_

**Vendor has an approved Special Use Permit that allows vending.**      **Staff Initials:** \_\_\_\_\_

**Vendor has an approved Park User Group Permit that allows vending.**      **Staff Initials:** \_\_\_\_\_

**City Park where Mobile Vending is approved:** \_\_\_\_\_

**Staff who initialed above:**

**Name:** \_\_\_\_\_      **Title:** \_\_\_\_\_

## Participating Fire Agencies

This list will be revised based on changes and posted to the King County Fire Chiefs webpage located at: [DOCUMENTS | KC Fire Chiefs \(kingcountyfirechiefs.org\)](https://kingcountyfirechiefs.org)

Bellevue Fire

Bothell Fire

Eastside Fire

Enumclaw Fire

Everett Fire

KCFD #2 / Burien Fire

King County Fire Marshal's Office / Unincorporated King County

Kirkland Fire

Marysville Fire District Regional Fire Authority

Mercer Island Fire

Mukilteo Fire

North County Regional Fire Authority

North Shore Fire

Pierce County Fire Marshal

Puget Sound Fire

Redmond Fire

Renton Fire

Seattle Fire

Shoreline Fire

Snohomish County Fire Marshal's Office / Unincorporated Snohomish County

Snohomish Regional Fire and Rescue

South King Fire

Tukwila Fire

Valley Regional Fire Authority

Woodinville Fire & Rescue

*If your jurisdiction would like to become a participating agency, please contact Tami Dauenhauer at 425-276-9581 or [permits@rentonrfa.org](mailto:permits@rentonrfa.org).*