



# Sioux Falls Mobile Food Vendor Applicant Checklist

*Before submitting your Mobile Food Vendor Application to the City of Sioux Falls, please make sure you have met the requirements of the ordinance listed here:*

- Completed Mobile Food Vendor Permit Application**
  - All fields completed and questions answered
  - Providing false, misleading or omitting information will result in a denial
- Application Fee**
  - \$75 in Cash, Check or Credit Card
- Policy of Insurance**
  - Certificate of Liability Insurance (COLI) must be a minimum of \$1,000,000 per occurrence
  - The City of Sioux Falls must be listed as an additional insured
  - \* **Remember that if your Insurance Policy expires within the license year, you MUST provide proof of an updated, active and unexpired policy.**
- Verification of Commercial License Plates**
  - Current Vehicle Registration Card
- Fire Inspection (if applicable) and Approval**
  - Fire inspections are required for any enclosed kitchens with grease/smoke
  - For questions contact Fire Inspections at Sioux Falls Fire Rescue 605-367-8093
- Health Department Inspection (if applicable) and Approval**
  - A Health Department inspection and approval is required prior to issuance of a Mobile Food Vendor Permit
  - The Health Department may be contacted at 605-367-8760
- South Dakota State Sales Tax Number**
  - Sales tax license number, as required with the State of South Dakota
  - If you have questions regarding state sales tax licenses, contact the South Dakota Department of Revenue at 605-367-5800

# Additional Information

## **Downtown Vending**

If you plan on vending in the Downtown area, please contact Planning and Development Services at 605-367-8179 for additional guidelines.

## **City Park Vending**

If you plan on vending in a City park, please contact Parks and Recreation at 605-367-8222 for information on their permitting process.

To view a map identifying allowable vending locations, please visit the following website and input the address:

<https://cityofsgis.maps.arcgis.com/apps/webappviewer/index.html?id=1f63b0951ac04c208ac1c9c89ed7edd7>

Once the application is approved by the Police Department Records Division, the Primary Operator will be photographed and the permit issued. The permit shall be displayed at all times in an obvious place to be read by the general public on the mobile food truck.

## **Mobile Food Vending Ordinance: 117.120**

**If at any time during the application year the provisions of Chapter 117 are violated, the permit may be revoked.**