



MOBILE FOOD VENDOR LICENSE INFORMATION SHEET

- This license is intended for food vendors that prepare fresh food or beverages to sell from a mobile unit(s) that is self-contained, readily movable, and motorized (e.g., food truck or trailer).
 - Food vendors not fitting this description should be licensed as a Peddler under MCC Title 5, Chapter 8.
- You may apply for your Mobile Food Vendor license online at <https://aca-prod.accela.com/MESA/Default.aspx>.
 - Applications submitted in person in the Licensing office will only be accepted Monday through Thursday from 7:00 AM to 5:30 PM.
- The following fees are **non-refundable** and must be paid upon submission of the license application. Please make all checks and money orders payable to: City of Mesa.
 - Application Fee \$ 10.00
 - Background Investigation Fee \$ 25.00
 - Licensing Fee \$ 100.00 (payable at time of application approval)
- Along with all applicable fees, the following additional documentation must be submitted with your completed application:
 - Government issued photo identification card
 - Licensing Eligibility form
 - Maricopa County Permit to Operate
 - Commercial registration for each mobile unit and towing vehicle
 - Proof of current year's fire inspection for each mobile unit
 - Proof of insurance for each mobile unit and towing vehicle
 - Color photograph of each mobile food unit and towing vehicle
 - Arizona Transaction Privilege Sales Tax (TPT) license
 - Please ensure the City of Mesa region code (ME) is added
 - Certificate of Liability Insurance with City of Mesa listed as additional insured (if applicable)
- Prior to the issuance of your license, the application must be approved by the following Mesa departments:
 - Police Department
 - Fire Department
 - City Attorney
 - Tax Audit & Collections
 - Licensing
- If approved, all Mobile Food Vendor licenses will be valid for a period of one (1) year from the date of issuance.
- To renew this license, a renewal application and \$100 annual fee must be submitted to the Licensing office at least forty-five (45) days prior to the expiration date of the license.

****APPLICATIONS THAT ARE INCOMPLETE OR RECEIVED WITHOUT THE REQUIRED SUPPLEMENTAL INFORMATION
WILL NOT BE PROCESSED.**

Business Services - Licensing/MS 1190

PO Box 1466

Mesa AZ 85211-1466

Ph: (480) 644-2316 Fax: (480) 644-3999

Licensing.Info@mesaaz.gov



APPLICATION FOR MOBILE FOOD VENDOR LICENSE
NON-REFUNDABLE FEES DUE AT TIME OF APPLICATION

\$10.00 APPLICATION FEE - CODE 0570

\$25.00 BACKGROUND INVESTIGATION FEE - CODE 9971

****This application will not be processed unless it has been completed in its entirety.****

SECTION I. BUSINESS INFORMATION						
Business DBA Name						
Business Street Address						
City, State, Zip				Business Phone Number		
Type of Ownership	☐ Individual	☐ Corporation	☐ LLC	☐ Partnership	☐ Joint Venture	☐ Other _____
Organization Name (LLC, corporation, etc.)						
Organization Legal Address				City, State, Zip		
Business Email Address			Federal Employer Identification Number	State TPT License Number		
SECTION II. MAILING ADDRESS						
Mailing Name (Designated Agent)						
Street Address or PO Box						
City, State, Zip						
SECTION III. LISTING OF CONTROLLING PERSON(S) WITH 10% OR GREATER OWNERSHIP INTEREST OR EARNINGS OF THE BUSINESS						
Title/Position	Name				% Owned	
SECTION IV: MOBILE FOOD UNIT INFORMATION (Attach separate sheet for vehicle information if needed)						
Describe the type of goods that will be sold				Number of Mobile Food Units		
Describe the location(s) where mobile the food unit(s) will be operated (e.g., commercial lot, 123 E Main, Main & Center, etc.)						
Will any of the mobile food units be operated on public or city property, in the right-of-way, or at a city-sponsored event? ☐ Yes ☐ No						
Mobile Food Unit #1	Color	Year	Make	Model	Vehicle License #	
	VIN		Permit to Operate Number		Date of Last Fire Inspection	
Mobile Food Unit #2	Color	Year	Make	Model	Vehicle License #	
	VIN		Permit to Operate Number		Date of Last Fire Inspection	
Mobile Food Unit #3	Color	Year	Make	Model	Vehicle License #	
	VIN		Permit to Operate Number		Date of Last Fire Inspection	

CITY OF MESA - APPLICATION FOR MOBILE FOOD VENDOR LICENSE

BUSINESS DBA NAME FROM PAGE 1, SECTION I:

SECTION V. INITIAL APPLICANT'S INFORMATION

Applicant's Name	Last	First	Middle
Home Address			Home Phone Number
City, State, Zip			
Previous names by which you have been known and the years in which you were known by those names			
Title/Position at Business			Email Address:
Social Security Number	Date of Birth (month, day, year)		US Citizen? ☐ Yes ☐ No
Place of Birth City, State, Country			Gender ☐ Male ☐ Female
Race	Color of Eyes	Weight	Height

SECTION VI. APPLICANT'S HOME ADDRESS HISTORY FOR PAST 10 YEARS (Attach a separate sheet if needed)

From	To	Complete Street Address	City, State, Zip
	Present		

SECTION VII. BACKGROUND INFORMATION - PLEASE READ CAREFULLY. IF NOT ANSWERED FULLY AND COMPLETELY IT COULD BE CAUSE FOR YOUR LICENSE REQUEST TO BE DENIED. (Attach a separate sheet if needed)

In the past 10 years, have you been convicted in a court of competent jurisdiction of any felony or misdemeanor, excluding civil traffic offenses? ☐ Yes ☐ No

IF YES, LIST ALL CONVICTIONS BELOW. ATTACH A SEPARATE SHEET IF NEEDED.

Date	Offense	Location of Conviction	Penalty Assessed

Have you ever had a business license suspended, denied or revoked in this or any other state? ☐ Yes ☐ No

Date	License Type	State	Outcome

SECTION VIII. SIGNATURE AND CERTIFICATION

IMPORTANT

I hereby give consent to the City of Mesa to investigate my background, including any police records or records of any kind or description. I hereby waive any claim or cause of action regarding the use of my background information or police record that I may have against the City of Mesa or its agents and employees, and against any other individual or agency disclosing or releasing background information to the City of Mesa. I also certify that I am familiar with the Code provisions governing the Mobile Food Vendor License.

I hereby certify that all answers and information on this application are true and correct. Any false, misleading, or incomplete information constitutes grounds for denial of this license.

Print Name	Signature	Date

The submission of a valid government issued photo identification card for each individual with 10% or greater ownership interest is required with this application.



**MOBILE FOOD VENDOR LICENSE
 SUPPLEMENTAL QUESTIONNAIRE
 ADDITIONAL OWNERS AND OFFICERS OTHER THAN APPLICANT**

SECTION I. CONTROLLING PERSON(S) WITH 10% OR GREATER OWNERSHIP INTEREST OR EARNINGS OF THE BUSINESS

Name	Last	First	M.
Home Address			
City, State, Zip			Home Phone Number
Previous names by which you have been known and years those names were used.			
Title/Position at Business			Email Address:
Social Security Number	Date of Birth (month, day, year)	US Citizen? ☐ Yes ☐ No	
Place of Birth City, State, Country	Gender		☐ Male ☐ Female
Race	Color of Eyes	Color of Hair	Weight
			Height

SECTION II. RESIDENTIAL ADDRESSES FOR PAST 10 YEARS BEGINNING WITH PRESENT ADDRESS (Attach separate sheet if needed)

From	To	Complete Street Address	City, State
	Present		

SECTION IV. BACKGROUND INFORMATION

PLEASE READ THIS SECTION CAREFULLY. FAILURE TO ANSWER THE FOLLOWING QUESTIONS ACCURATELY AND IN FULL COULD CAUSE A DENIAL OF LICENSE

In the past 10 years, have you been convicted in a court of competent jurisdiction of any felony or misdemeanor, excluding civil traffic offenses? ☐ Yes ☐ No

Date	Offense	Location of Conviction	Penalty Assessed

Have you ever had a business license suspended, denied or revoked in this or any other state? ☐ Yes ☐ No

Date	License Type	State	Outcome

SECTION V. SIGNATURE AND CERTIFICATION

IMPORTANT

I hereby give consent to the City of Mesa to investigate my background, including any police records or records of any kind or description. I hereby waive any claim or cause of action regarding the use of my background information or police record that I may have against the City of Mesa or its agents and employees, and against any other individual or agency disclosing or releasing background information to the City of Mesa. I also certify that I am familiar with the Code provisions governing the Mobile Food Vendor License. I hereby certify that all answers and information on this application are true and correct. Any false, misleading, or

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Print Name	Signature	Date
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NOTICE TO SOLE PROPRIETOR, INDIVIDUAL AND/OR HUSBAND & WIFE BUSINESSES

All persons applying for municipal licensing as Individuals, Sole Proprietors, or Husband & Wife businesses, must provide evidence of their legal right to be in the United States in compliance with A.R.S. 41-1080, also known as the "Legal Arizona Workers Act."

If applying by mail, applicants must submit the eligibility form with the application. Please indicate, by checking the appropriate box, which of the 12 forms of documentation will be provided to verify legal status under federal law. Return the completed eligibility form along with the application, applicable fees and a copy of the documentation showing your legal status.

If applying in person at the Licensing Office, applicants must show one of the 12 types of documentation listed on the eligibility form with the application and applicable fees. The eligibility form will be completed upon presentation of the documentation.

Per State law, the City of Mesa Licensing Office cannot issue a license unless it first receives a copy of one of the specified forms of identification and a signed eligibility form.

*****NOTE: A Government issued photo ID must be presented with any document that does not contain a photograph of the individual.**

LICENSING ELIGIBILITY

Before issuing a license to an individual, the individual must present one of the following documents to the municipality indicating that the individual's presence in the United States is authorized under federal law.

Do not complete this form if the license applicant is a corporation, limited liability company or general partnership.

Check the box next to the document indicating lawful presence.

*****NOTE: A Government issued photo ID must be presented with any document that does not contain a photograph of the individual.**

	An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
	A driver license issued by a state that verifies lawful presence in the United States. (See Overview of States' Driver's License Requirements) NOT accepted: HI, NM, UT, WA Note: a WA "Enhanced" Driver License is acceptable
	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
	A United States certificate of birth abroad.
	A United States passport or passport card.
	A foreign passport with a United States visa.
	An I-94 form with a photograph.
	A United States citizenship and immigration services employment authorization document or refugee travel document.
	A United States certificate of naturalization.
	A United States certificate of citizenship.
	A tribal certificate of Indian blood.
	A tribal or bureau of Indian affairs affidavit of birth.
	A consular identification card issued by a foreign government that uses biometric identity verification.
	<u>Description</u> of other ID issued by: U.S. Government, other State government, an agency of this State or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuance.

This provision does not apply to an individual, if EITHER:

1. BOTH of the following apply:
 - a. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
 - b. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.
- OR
2. ALL of the following apply:
 - a. The individual is a resident of another state.
 - b. The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this state.
 - c. The individual seeks the Arizona license to comply with this state's licensing laws and not to establish residency in this state.

Signature of applicant

Date

Signature of municipal employee

Date

55 N. Center Street
PO Box 1466
Mesa Arizona 85211-1466
(480) 644-2316 Tel
(480) 644-3999 Fax



City of Mesa Mobile Food Preparation Vehicle Inspection

International Fire Code/City of Mesa Fire Code SECTION 319 MOBILE FOOD PREPARATION VEHICLES

MOBILE FOOD PREPARATION VEHICLES.

Vehicles that contain cooking equipment that produce smoke or grease-laden vapors for the purpose of preparing and serving food to the public. Vehicles intended for private recreation shall not be considered mobile food preparation vehicles. **(2018 IFC Definition)**

319.1 General.

Mobile food preparation vehicles that are equipped with appliances that produce smoke or grease-laden vapors shall comply with this section.

319.2 Permit required

Permits shall be required as set forth in Section 105.6. Permit is acquired at City of Mesa Tax and Licensing office.

FREQUENTLY ASKED QUESTION

Q: When are inspections available in Mesa?

A: Each Wednesday between 9AM and 3PM. **You may call 480-644 2622 to schedule an appointment.**

Q: Where are the inspections conducted?

A: City of Mesa Fire Prevention Division, 708 W. Baseline Road, Building #1. You may enter the complex through the gates off Vineyard, just north of Baseline Road.

Q: Is there a fee for the inspection?

A: Yes. The inspection fee is \$50.

Q: How long is a typical fire inspection?

A: About 30 minutes.

Q: What is inspected during the inspection?

Cooking components and maintenance and upkeep of them

Fire suppression systems maintenance biannual by a qualified third-party contractor

Fire extinguishers and maintenance annual by a qualified third-party contractor

Gas and solid fuel supply and storage including piping and tanks

Frequency of cleaning of commercial hoods protecting cooking operations

General housekeeping to effect a safe work environment

Q: What if my MFPV does not pass inspection?

A: Mesa Fire Prevention grants up to 10 days to make correction of any deficiency.

Q: Is there a charge for a re-inspection of deficiencies?

A: No, there is no fee to confirm corrections.

Mesa Fire and Medical Fire Prevention Division looks forward to welcoming your Mobile Food Preparation Vehicle to Mesa to serve the community.

Steven Ward

Deputy Chief/Fire Marshal



Please take a moment to read the following information provided by the City of Mesa Transportation Department. Each year a number of children are injured or killed in accidents with vehicles that operate as a business. These could be avoided by following a few safety tips.

- Remember that children are unpredictable and have little sense of danger. They are small in stature and are hard for all drivers to see. Also, young children cannot judge the speed or distance of a moving vehicle.
- Before stopping to sell, look for an area that has a clear view of oncoming traffic. Watch for multiple cars parked alongside the road because children can dart out from between vehicles, without giving oncoming drivers sufficient time to respond.
- Do not double park and do not block driveways. When other drivers are backing out they may not see small children at your vehicle.
- Do not park near an intersection. Other drivers are watching for oncoming cars, not children in a street and may not have time to react.
- To assist children after a sale, make sure the traffic is stopped before the children cross. Ask older children to walk the smaller ones across the street if necessary. Remind the children to look both ways before crossing the street.

Safety only takes a minute. A minute can save a life!



Types of Businesses in Mesa *

Type	Example	Method of Operation	Zone	Development Requirements	Permits	Licenses**	Enforcement**
Permanent Merchant	Convenience store, shopping mall, restaurant.	Fixed base of operation with permanent structure.	DB-1, DB-2, DC, NC, LC, GC, LI, GI as appropriate.	Full on-site & off-site improvements (curb, sidewalk, landscaping, paving, etc.); Design Review requirements.	Construction, electrical, plumbing, sign, Certificate of Occupancy.	Sales Tax, Pawn, Second Hand, as applicable	Building Safety, Code Compliance, Tax & Licensing
Transient Merchant	Seat covers, pictures & ornament, stuffed toy vendors.	Display & sales of products from vehicle temporarily parked on lot. Removed daily with vehicle.	DB-2 (accessory to a permitted use with Special Use Permit), LI & GI (open land use districts).	Must be on developed lot, as an accessory to a primary permitted use, with permission of property owner.	None.	Sales Tax, Peddlers & Solicitors.	Code Compliance, Tax & Licensing.
Street Peddler	Flower vendors, hot dog carts, ice cream truck.	Door to door sales or direct sale from public right-of-way.	N/A (All sales done from right-of-way or door to door).	None. (No permanent sales locations. Cannot block sidewalk or otherwise hinder pedestrian or vehicular traffic.	None.	Sales Tax, Peddlers & Solicitors.	Police, Tax & Licensing.
Kiosk Sales	Photo finishing, key maker, snow cones.	Sales from prefabricated structure permanently placed on private property.	DB-1, DB-2, NC, LC, GC, LI, GI.	Full on-site improvements adjacent to Kiosk and related activities; Design Review requirements.	Construction, electrical, plumbing, sign.	Sales Tax.	Code Compliance, Tax & Licensing.
Mechanical Vendors	Bottled water, can crusher.	Items placed into or dispensed from prefabricated unoccupied structure placed on private property.	DB-1, DB-2, LC, GC, LI, GI.	Screened from street view, and/of appropriately landscaped and placed in a designated area as an integral part of the project.	Construction, electrical, sign.	Sales Tax.	Code Compliance, Tax & Licensing.

* This chart represents a summary of City of mesa requirements and therefore, contains only basic information. Additional Ordinance provisions may apply. Please refer to Mesa City Code for complete details (www.mesaaz.gov), or call:

Planning Division
Building Permits
Tax & Licensing

(480) 644-2385
(480) 644-4273
(480) 644-2316

** Does not include County or State licensing or enforcement provisions.

Licensing and Application Requirements House Bill 2212

The City wishes to notify all applicants of certain rights the applicant has related to the issuance of a license. The City shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. Unless specifically authorized, the City shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable, however this does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. The City shall not request or initiate discussions with a person about waiving that person's rights provided to them under Arizona Revised Statutes Title 9, Chapter 7, Article 4. The requirements of A.R.S. § 9-834 may be enforced in a private civil action and relief may be awarded against the City and the court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in such an action against a municipality. A City employee may not intentionally or knowingly violate A.R.S. § 9-834 and a violation of the statute is cause for disciplinary action or dismissal pursuant to City policy. The requirements of A.R.S. § 9-834 do not abrogate the immunity provided to the City or its employees by A.R.S. § 12-820.01 or § 12-820.02.

A.R.S. § 9-834. PROHIBITED ACTS BY MUNICIPALITIES AND EMPLOYEES; ENFORCEMENT; NOTICE

- A. A MUNICIPALITY SHALL NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON A LICENSING REQUIREMENT OR CONDITION THAT IS NOT SPECIFICALLY AUTHORIZED BY STATUTE, RULE, ORDINANCE OR CODE. A GENERAL GRANT OF AUTHORITY DOES NOT CONSTITUTE A BASIS FOR IMPOSING A LICENSING REQUIREMENT OR CONDITION UNLESS THE AUTHORITY SPECIFICALLY AUTHORIZES THE REQUIREMENT OR CONDITION.
- B. UNLESS SPECIFICALLY AUTHORIZED, A MUNICIPALITY SHALL AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND SHALL AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE.
- C. THIS SECTION DOES NOT PROHIBIT MUNICIPAL FLEXIBILITY TO ISSUE LICENSES OR ADOPT ORDINANCES OR CODES.
- D. A MUNICIPALITY SHALL NOT REQUEST OR INITIATE DISCUSSIONS WITH A PERSON ABOUT WAIVING THAT PERSON'S RIGHTS.
- E. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST A MUNICIPALITY. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST A MUNICIPALITY FOR A VIOLATION OF THIS SECTION.
- F. A MUNICIPAL EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE MUNICIPALITY'S ADOPTED PERSONNEL POLICY.
- G. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.
- H. A MUNICIPALITY SHALL PROMINENTLY PRINT THE PROVISIONS OF SUBSECTIONS A, B, C, D, E, F AND G OF THIS SECTION ON ALL LICENSE APPLICATIONS.
- I. THE LICENSING APPLICATION MAY BE IN EITHER PRINT OR ELECTRONIC FORMAT.



Senate Bill 1382 Requirements

Arizona Revised Statute § 9-495 requires in any written communication between a city or town and a person to provide the name, telephone number, and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.