



Summary Checklist for a New Mobile Food Vending Permit

<p align="center">Items Needed</p> <p align="center"><i>Be sure the applicant's name is the same on all documents. See "Instructions for Completing an Application" for more details. * All Department forms will be provided in your application packet.</i></p>	Legal Business Structure		
	Individual	Partnership	Corporation or LLC
<p>Permit Application*</p> <ul style="list-style-type: none"> All applicable sections of general application form completed Permit-specific Supplemental Form(s) if applicable Signed and dated by applicant (example: owner, officer, director, member or shareholder) 	✓	✓	✓
<p>Permit Fee</p> <ul style="list-style-type: none"> See the first page of the detailed checklist to determine this. Payable by credit card or money order or check made out to "DOHMH" Add 2.49% (non-refundable) service fee if paying by credit card. No fee for U.S. Veterans (with proof honorably discharged with a NYS Peddler's Certificate) 	✓	✓	✓
<p>Proof of Home/Business Address (one of the following)</p> <ul style="list-style-type: none"> Valid U.S. driver's license or non-driver ID Current lease or mortgage statement Utility bill, bank or credit card statement dated within the last 90 days Department Affidavit of Home Address* form, completed by a person living with the applicant and a recent utility bill or lease in that person's name* 	✓ (home address of individual)	✓ (business address of the partnership)	✓ (business address of the corporation/LLC)
<p>Photo Identification (One of the following government-issued ID with photo)</p> <ul style="list-style-type: none"> U.S., Driver's license or non-driver's ID Current Alien Registration Card or Naturalization Certificate Current U.S. or foreign passport IDNYC: New York City Municipal ID card. (http://nyc.gov/idnyc) 	✓	✓	✓
<p>Social Security Card or Individual Tax Identification Number Card (or letter)</p> <p><i>Must be original card/letter. Card must not be laminated. Note: it can take 6 weeks to obtain these cards. You may obtain a replacement card at your local Social Security office (call 1-800-772-1213 for more information).</i></p>	✓	✓ (of the partner whose name was called from the waiting list)	✓ (of the officer/member whose name was called from the waiting list)
<p>Mobile Food Vendor License Identification - Must be current and not expired. Note: One member of the partnership, corporation or LLC must have a license.</p>	✓	✓	✓
<p>Proof of Sales Tax Collecting Authority</p> <ul style="list-style-type: none"> Valid original NYS Certificate of Sales Tax Authority Card or Sales Tax Clearance Letter issued within 90 days. <i>Obtain a Sales Tax Certificate Number for the first time at https://www.tax.ny.gov/bus/ads/webdtf17.htm</i> 	✓	✓	✓
<p>Environmental Control Board (ECB) Clearance Letter (if you owe fines)*</p> <p><i>Contact OATH ECB at 1-800-OATH-NYC (1-800-628-4692)</i></p>	✓	✓	✓
<p>Operator List: Name and address of people who will operate your cart/truck*</p> <ul style="list-style-type: none"> You must list each person who will operate your vending unit on this Department form with his/her full name, address and relationship to you (e.g. employee). List only your name if no one else will operate your vending unit. You can update this list in the future. The completed form must be notarized. 	✓	✓	✓
<p>Eligibility Affidavit *</p> <ul style="list-style-type: none"> Department form stating you do not have any other mobile food vending permits. The completed form must be notarized. 	✓	✓	✓
<p>Workers' Compensation & Disability Insurance Coverage</p> <ul style="list-style-type: none"> Submit proof of insurance coverage effective when the establishment begins operation, including insurer's name, policy number, and expiration date. List DOHMH as the certificate holder (not the policy holder) If such coverage is <i>NOT</i> required, submit a Certificate of Attestation of Exemption (Form CE-200) registered with the NYS Workers' Compensation Board showing the applicant's Exemption Number and the date registered. Obtain more information and this form online at: http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp 	✓	✓	✓
<p>Business Documents</p> <ul style="list-style-type: none"> Business Certificate (for a business owned by individual), or Partnership Certificate (for partnerships), or Certificate of Incorporation or corporate filing receipt (for corporations) 	✓	✓	✓
<p>Proof of Qualification as Disabled and/or a Veteran (if applicable)</p> <ul style="list-style-type: none"> If you indicated on the waiting list that you are disabled and/or a veteran, you will have to provide proof, as described in the detailed instructions in this package. If this permit is going to be under a partnership, corporate, or LLC name, then the partner, officer or member presenting this proof must be a major partner or shareholder of the organization and you must provide a letter stating this. 	✓	✓ (of the partner whose name was called from the waiting list)	✓ (of the officer/member whose name was called from the waiting list)
<p>Restricted Area Permit (if applicable)</p> <ul style="list-style-type: none"> Approved and signed, contract, lease or letter of authorization for vending food on Parks Dept property or outdoors on private property in a commercially zoned area. Proof area is zoned for commercial use (see detailed checklist for specific requirements.) 	✓	✓	✓
<p>Power of Attorney or Authority to Act Affidavit (if applicable) *</p> <ul style="list-style-type: none"> If someone else will submit the application for you 	✓	✓	✓



NEW MOBILE FOOD VENDOR PERMIT

(DECAL/INSPECTION STICKER)

For all applications:

- An application must be filed in person at the New York City Licensing Center, 42 Broadway, New York, New York location or the 90-27 Sutphin Blvd, 4th floor, Jamaica, New York location between 9:00 AM and 5:00 PM. Applications will not be accepted by mail.
- All required documentation must be submitted when filing your application. We will not accept partial or incomplete applications.
- Unless indicated otherwise, all documentation must be original documentation, not a photocopy.
- The name of the applicant must be spelled the same on all supporting documentation.
- If you are a woman with your maiden name on some documents but your married name on others, you will need to also bring your marriage certificate or divorce papers to establish a link between the two names. Anyone with a legal name change must provide proof of this.
- If the applicant is not applying in person, the person applying on their behalf must present a Power of Attorney (Authority to Act form) on either a standard legal form or the affidavit form provided in this package.
 - The Power of Attorney form or affidavit will be accepted by the department for a period of 90 days from the date it is signed.
 - The information provided on the Power of Attorney form or affidavit must be neatly written or typed and the person applying on behalf of the applicant must present one acceptable form of his/her photo identification as detailed below (in addition to a copy of the photo identification of the applicant).
- Any form or document with alterations, corrections, white-out, etc., will not be accepted.
- You must be at least 18 years old to apply for this permit.

[] **Permit Application** - Complete and sign the application form and any of the other forms listed on the checklist, as necessary. **If any of your personal information (name, address, telephone number) is different from what we have on file for your mobile food vending license, please point this out to the customer service representative and tell him or her you also have a license which would require an update to our database.**

[] **Permit Fee** – The fee is determined by the permit operating period and the type of food prepared/sold. The Department accepts payment by credit card, money order or check. If you choose to pay by credit card, there is an additional service fee (non-refundable) of 2.49%. Please make your check/money order payable to the NYC Department of Health & Mental Hygiene.

	PROCESSING	NON-PROCESSING	PERMIT TYPE/CODE
FULL-TERM (2 YEAR)	\$200.00	\$75.00	H06
FULL-TERM (2 YEAR) GREEN CART		\$75.00	H06
SEASONAL (April 1 – October 31)	\$35.00	\$15.00	H03

Note: There is no fee for a permit if you are an honorably discharged veteran of the United States Armed Services and present a New York State Peddler’s Certificate issued by the New York State county in which you reside or if you are the surviving spouse or domestic partner of a veteran with this certificate. Eligible individuals are entitled to only one fee-exempt permit.

[] **Proof of Current Address – Original items only. (One of the following):**

- valid U.S. driver’s license or non-driver’s photo identification,
- current lease or mortgage statement
- utility bill, bank or credit card statement dated within the last 90 days
- enclosed Department Affidavit of Home Address form, completed by a person the applicant lives with AND one of the above items of that individual.

Note: If the permit is to be issued to a corporation, partnership, or a limited liability company (LLC), the proof of address must reflect the corporation, partnership, or LLC name.

[] **Photo ID - Original items only. (One of the following):**

- U.S. driver’s license or non-driver’s photo identification
- current alien registration card or naturalization certificate with photo identification
- current U.S. or foreign passport with photo identification
- current U.S. government agency issued photo identification
- IDNYC: New York City Municipal ID card. (<http://nyc.gov/idnyc>)

Note: If the permit is to be issued to a corporation, partnership, or a limited liability company (LLC), the proof of photo ID must be of the partner, officer or member whose name was called from the waiting list.

Note: Expired documentation or documentation where the photograph does not match the applicant will NOT be accepted.

[] **Social Security Card or Individual Tax Identification Number (ITIN) Card** –

Original social security card or ITIN card or letter from the IRS. Laminated or altered cards, stubs, computer printouts or applications for a social security card or ITIN will not be accepted.

Please note that it takes about six (6) weeks to receive a SS card or ITIN card.

For information or help in applying for a new or replacement SSN, please call 1-800-772-1213.

For information or help in applying for a new or replacement ITIN, please call 1-800-829-1040.

Note: If the permit is to be issued to a corporation, partnership, or a limited liability company (LLC), the proof of SSN or ITIN must be of the partner, officer or member whose name was called from the waiting list.

[] **NYC Mobile Food Vendor License (ID badge)** – (Photocopy is acceptable). You must have a current mobile food vending license issued by the NYC Department of Health and Mental Hygiene. If you do not have a current license, you must apply for a new one (if you never had one) or renew your previously expired license.

Note: If the permit is to be issued to a corporation, partnership, or a limited liability company (LLC), the mobile food vending license must be of the partner, officer or member whose name was called from the waiting list.

[] **New York State Certificate of Sales Tax Authority** –

• **IF YOU ALREADY HAVE A NEW YORK STATE CERTIFICATE OF SALES TAX AUTHORITY NUMBER:**

Bring your original Sales Tax Certificate card or a Sales Tax Clearance Letter if it was issued within 90 days: no photocopies accepted. If you can't find the card or letter, then you may get a replacement card at: New York State Tax Department, Sales Tax Registration Unit, W A Harriman Campus, Albany, New York 12227. It may take as much as three weeks to receive this card from them. You can request a replacement card by telephone at (518) 485-2889 and follow the instructions when it says "To speak to a representative ...".

Note: If the permit is to be issued to a corporation, partnership or a limited liability company (LLC), the certificate presented must reflect the business entity's name.

• **IF YOU DO NOT HAVE A NEW YORK STATE CERTIFICATE OF SALES TAX AUTHORITY NUMBER:**

- Please go to their website at <https://www.tax.ny.gov/bus/ads/webdtf17.htm> to complete the application on-line.
- If you can't file on-line and want an application package to be mailed to you, please contact their Sales Tax Information Center at (518) 485-2889 (Monday through Friday from 8:30 AM to 4:30 PM).
- You need to complete and submit the application for the Certificate of Sales Tax Authority at least 20 days (but not more than 90 days) before you begin doing business in New York State. In about three weeks, you will receive a Sales Tax card from them; this card is what you need to bring with you when you apply for your permit. (You must bring the original card: no photocopies accepted.)

Note: If the permit is to be issued to a corporation, partnership or a limited liability company (LLC), the certificate presented must reflect the business entity's name.

[] **New York City Environmental Control Board Clearance (ECB)** –

- The Department will check ECB records for you. As long as there are no outstanding fines, the Department will accept your application provided all other requirements are met.
- If the staff person searches ECB records and finds that you have been issued violations and there are fines that are still unpaid **OR** if you know you have been issued violations and have fines that are still outstanding **and you want a hearing**, then you will need to go directly to the Environmental Control Board at 66 John Street, 10th floor, New York, New York 10038; telephone # (212) 361-1400.
- Payments for fines owed the ECB **cannot** be paid at the Licensing Center and must be paid to the ECB by money order or check. Clearance certificates issued by the ECB must be dated within 90 days of submitting the permit application or they will not be accepted.

Note: If this is the first permit to be issued to a corporation, partnership or a limited liability company (LLC), the clearance certificate must be of the partner, officer or member whose name was called from the waiting list. Renewal applications of the permit under the business entity's name will need a clearance reflecting the business entity's name.

[] **Operator List Requirement** – Complete the enclosed form and have it notarized.

Section 17-309(b)(1) of the New York City Administrative Code requires that you provide a signed, notarized, affidavit form (enclosed) listing all operator(s) of your mobile food vending unit, including their full name, home address, DOHMH license (ID badge) number and their legal relationship to you (for example, employee, worker, etc.). If you are the only worker of your food unit, just list your name and information.

[] **Eligibility Affidavit Requirement** – Complete the enclosed form and have it notarized.

Section 17-309(b)(5) of the New York City Administrative Code requires that you provide a signed, notarized, affidavit form (enclosed) stating that no other “public place” permit issued by the Department of Health & Mental Hygiene is possessed by you, any of your unemancipated children, any of your partners, officers, shareholders, etc. The Department will verify your sworn affidavit. Pursuant to section 17-317 of the Administrative Code, any false, misleading or untrue statement may constitute grounds for suspension or revocation of any permit listed.

[] **Workers’ Compensation & Disability Insurance Coverage** (www.wcb.ny.gov)

- **ALL** applications for a new or renewed mobile food vending **permit** must be accompanied by proof of coverage for **BOTH** Workers’ Compensation Insurance **AND** Disability Insurance, including the insurer’s name, policy number, and expiration date. Go to <http://www.wcb.ny.gov> for more information.
- The NYC Department of Health and Mental Hygiene (DOHMH) with the address of 125 Worth Street, New York, NY 10013 must be listed as the certificate holder (**not** the policy holder) on each certificate provided.
- If such coverage is **NOT** required, submit a signed Certificate of Attestation of Exemption (Form CE-200) registered with the NYS Workers’ Compensation Board showing the applicant’s assigned Exemption Number and the date it was registered.
- Please review form CE-200 to see if your business legally qualifies for this exemption and is not required to obtain Workers’ Compensation and Disability Insurance. Obtain more information and this form online at: http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp
- An application for a mobile food vending permit **will not** be accepted without the Insurance Certificates or the registered Certificate of Attestation of Exemption (Form CE-200).

Note: If the permit is to be issued to a corporation, partnership, or a limited liability company (LLC), the insurance/exemption must reflect the corporation, partnership, or LLC name.

[] **For Sole Proprietorships** (a business owned by an individual) -

Submit a notarized copy of your Business Certificate. The County Clerk must certify this, and the address on the Business Certificate must be the same as the proof-of-address document you are submitting. (If you are a sole proprietor doing business under your own name and not a “trade name” or “doing-business-as name”, you do not need a Business Certificate).

For Partnerships - Submit a copy of your notarized copy of your Partnership Certificate. The County Clerk must certify this, and the address on the Partnership Certificate must be the same as the proof-of-address document you are submitting. In addition, the proof of address, social security number (or ITIN), and photo ID must be presented for each partner. Photocopies of this required documentation is acceptable.

For Corporations (or Limited Liability Companies) –

- Submit a copy of your Certificate of Incorporation (stamped to indicate it was filed with the New York State Department of State) **OR** the corporate filing receipt issued by the New York Secretary of State. If applicable, your corporation’s “Assumed Name” should be stated on your Certificate of Incorporation or filing receipt.
- If you are a corporation located outside of New York State, you must obtain a “Certificate of Doing Business in Good Standing” from your home state’s Secretary of State and file it with an application for an “Authority to Conduct Business in New York State” with the New York State Department of State. You must present this “Authority” issued by the New York State Secretary of State when you apply for this permit). For more information, please contact the New York State Department of State’s Division of Corporations at (518) 473-2492.
- You must also submit a listing of the current officers of the corporation, dated within one year of the date of application. A copy of the original document is acceptable. A typed or neatly handwritten listing is acceptable. Notarization of this listing is not required.

[] **Proof of Qualification**

- If you are applying for this permit in response to being contacted by a letter because you were on a department waiting list, and the letter addressed to you says “disabled veteran”, “disabled” or “veteran” next to your waiting list name and number, this is because you indicated that you were qualified for one of the priority groups in getting a waiting list position.
- Please see the notice following this checklist for what you need to submit to prove that you were eligible in getting a preference for this permit as a disabled veteran, a disabled person (who is not a veteran) or a veteran (who is not disabled). If you do not provide evidence that you meet this additional requirement, your application will not be accepted and you will lose this waiting list position.
- If the cover letter sent to you does not say “disabled veteran”, “disabled” or “veteran” on it, then no proof is needed.

[] **Restricted Area Permit** - The Department also issues a category of "restricted area permits" that does not authorize food vending on city streets but allows "off-street" food vending. These permits are exempt from the limits imposed on public street vending and you may apply for this type of permit without being on a waiting list. There is, however, the limitation that you operate in the restricted area so designated.

Examples of "restricted area permits" are those approved to operate on Parks Department property or those approved to operate outdoors on private property in a commercially zoned area. Please contact the Parks Department at (212) 360-8111 or go to http://www.nycgovparks.org/sub_about/parks_divisions/concessions/concessions.html for further information about permits on their property. Examples of situations which qualify as "outdoors on private property" are: a private commercial parking lot, an outdoor shopping mall/strip, a vacant fenced-in lot area, the area within a gasoline station. The sidewalk in front of someone's store does not qualify. The sidewalk and street (curb) in front of someone's store is considered public space, not private property. You must be within the property line to be considered operating on private property.

If this is what you want, you must bring a valid contract or lease (original only) with the NYC Department of Parks and Recreation or the owner/building manager of the private property or building where the unit will operate. It must specify:

- (1) the restricted location,
- (2) the number of food units allowed,
- (3) the type of food sold,
- (4) the terms of agreement (start and end dates), and
- (5) the floors of operation (for indoor operation use only) or proof the property is zoned for commercial use (for outdoor operation on private property only).

Examples of such zoning proof include the certificate of occupancy for this property or an official document from the Department of Buildings. A copy of the city's Land Use and Zoning Map for the desired location is also acceptable. The Certificate of Occupancy or other documentation from the Department of Buildings must be date-stamped within two (2) years of the date of application submission and specifically indicate that this property is in an area zoned for commercial use. A copy of this proof is acceptable.

Note: Please be advised that you will be required to pay for a two-year period (see earlier fee table) for any "Restricted Area Permit". However, the permit you receive may be less than two years if the expiration date of your contract or lease is less than two years from your application date. If this is the case, you may request a re-inspection (at no charge) for the remainder of the unused portion of the two-year period you paid for if you obtain and present to the Licensing Center an approved extension to your current contract or lease.

[] **Power of Attorney form (Authority to Act form)** – this is required if the applicant is having someone else represent him/her and submit the application for him/her.

- The Power of Attorney (Authority to Act) form must be (1) typed or neatly handwritten; and (2) will be accepted by the Department only for a period of 90 days from the date it is signed.
- The person applying on behalf of the applicant must present one acceptable form of his/her photo identification in addition to a copy of the applicant's photo identification.

PLEASE NOTE: NEW APPLICATIONS WILL NOT BE ACCEPTED BY MAIL. APPLICATIONS FOR THOSE CONTACTED FROM THE WAITING LISTS MUST BE FILED TIMELY IN PERSON OR BY A DULY AUTHORIZED REPRESENTATIVE. FAILURE TO FILE AN APPLICATION WITHIN THE DEADLINE DATE SPECIFIED IN YOUR INSTRUCTIONS WILL RESULT IN YOUR INELIGIBILITY TO APPLY FOR THIS PERMIT AND THE LOSS OF YOUR WAITING LIST POSITION, EVEN IF YOU AUTHORIZE SOMEONE ELSE TO DO THIS FOR YOU.

INSPECTION REQUIREMENT:

After submitting your application and getting a receipt, please wait one week before contacting the Bureau of Food Safety and Community Sanitation at (212) 676-1650 or (646) 632-6203 to make an appointment to have your mobile food vending unit inspected.

NYC Administrative Code Section 17-307(b.2.d) requires that all mobile food vending units (pushcarts, stands, trucks) pass an inspection by the NYC Department of Health and Mental Hygiene within six (6) months of the date an application is submitted and a receipt is issued.

Failure to fulfill this requirement will result in the termination and permanent loss of your permit application and the loss of your waiting list position. There is no waiver of this requirement!!!