



MOBILE FOOD UNIT LICENSE REQUIREMENTS

- Completed Application w/payment of fee
- Copy of Iowa Retail Sales Tax Permit
- Proof of Liability Insurance – including commercial liability and automotive liability insurance coverage of not less than \$1million per occurrence, combined single limit with 30 days advance notice of cancellation and 45 days advance notice of non-renewal and 10 days advance notice of cancellation for non-payment of premium (for each commercial & automotive), said notices to be provided to Clerk's office by email, fax or mail (City of Bettendorf must be listed as an additional insured)
- County Health Department Inspection (Not Required for Pre-Packaged Food Vendors that do not require hot or cold handling procedures)
- Fire Marshal Certificate of Annual Compliance (Will Accept Certificate Issued by Other Iowa Cities)
- Signed Permission from Property Owner When Locating on Private Property
- \$250 fee for annual food truck license; \$150 fee for pushcart annual license; \$75 fee for single event
- Requires council approval (Council meets on the 1st and 3rd Tuesdays of the month) – all documentation and fee should be submitted the Wednesday before a council meeting

GENERAL INFORMATION

- All licenses, permits, and certificates are required to be displayed by state law by posting on the mobile food unit or pushcart so as to be readily visible to all persons conducting business with the unit/cart.
- When necessary, prior approval from other governing bodies is required before being submitted to City Council for approval, (i.e. IDOT, IDNR, etc.).
- An annual Mobile Food Unit License runs for one full year from the date of issuance.
- Mobile Food Units are required to have adequate trash receptacles when in operation.
- When operating in public right of way, and next to a brick and mortar restaurant, permission must be granted by the restaurant owner to operate outside their establishment.
- May not offer for sale or sell food and/or non-alcoholic beverage between the hours of 2 am and 6 am.
- May not offer for sale or sell any liquor, beer or wine.
- If not selling anything and only handing out free samples, then no license is required.