



City of Payette

Mobile Food Vendor License Application

Non-Refundable Fees:
 Application..... \$50.00 (per 90 days)
 Fire Safety Inspection Sticker..... \$45.00 (annual)
 Background Check..... \$30.00 (Split)

*City Hall.....\$10.00
 *Idaho State Police.....\$20.00

* Please refer to provided checklist to make certain you have all requested information provided for City Hall to take further action.
 Please see requirements in Payette City Code 5.15

OFFICE USE ONLY

Date Received _____ Approved/Denied _____
 Amount owing _____ Date Paid _____
 Background check completed on _____ day of _____, 20____.
 Approved _____ Denied _____
 Completed by _____
 Payette Police Department

Name of Business: _____

First Name _____ Middle Initial _____ Last _____

Phone Number _____ DOB _____ SSN (Last Four) _____

Applicant's Address _____

Nature of Business _____

Type of Goods to be sold _____

Location of sale of goods _____ Dates of Sale _____

Public Health Permit Number, if applicable _____

FIRM OR CORPORATION name, address, phone number, state incorporated under and Company EIN represented by applicant _____

List all business locations, mailing addresses used, and nature of business in the previous six months

List all persons having management or supervision duties, their address, and the capacity in which such person will act (such as proprietor, agent or otherwise) _____

Identify any persons having management or supervision duties who have been convicted of a crime, felony or misdemeanor, etc. _____

Signature _____

Date _____

Mobile Food Vendor License Application Checklist

Contact Payette City Hall

Contact the Administrative Department to discuss any questions or concerns you may have. The Administrative Department will determine if your application will be granted or denied. A copy of the code can be found on the City of Payette's website under Title 5 at www.cityofpayette.com.

*****Please Initial each line then sign and date when requested information has been acquired.**

1. **Obtain & Complete Mobile Food Permit Application**

Download the application: www.cityofpayette.com - [online forms]

OR

Request an application by email: billing@cityofpayette.com

Request an application by phone: 208-642-6024

OR

Visit us at City Hall (address above)

Please make sure you have completed all sections of the application prior to moving on to the next step. Incomplete applications will not be accepted and will delay the process.

2. **Contact Payette Fire Department for Vehicle Fire Safety Inspection**

Contact the Payette Fire Department at 208-642-6028 to schedule inspection and obtain annual sticker. Attach copy of approval.

3. **Background Check Form**

A background check **MUST** be filled out and submitted before the next step of reviewing the application can be complete. There is a required **\$20 Money Order** payable to Idaho State Police (ISP) along with a **\$10** fee payable to the City of Payette as Cash, Check, Money Order or Credit/Debit Card (additional fees/restrictions apply). This form is sent from our office to Idaho State Police; this process could take up to 7-10 business days before returning back to Payette City Hall.

4. **Provide a copy of Current valid Driver's License**

5. **Provide a current certificate of liability insurance AND registration for the applicant's vehicle.**

Applicant must provide public liability insurance coverage in the minimum amount of five hundred thousand dollars (\$500,000.00) combined single limit

6. **Obtain a Permission Letter Signed by the Property Owner**

When conducting mobile vendor business on private property that is not owned by the applicant; the applicant **MUST** obtain a signed letter by the property owner giving the applicant permission to use their property as the applicant's place of mobile vendor business.

7. **Provide Southwest District Health Permit**

The City requires an updated copy of the applicant's Southwest District Health Permit (SWDH) to be attached with the application.

8. **Submit Completed Application to City Hall**

Submit the completed application as well as a **\$95.00** non-refundable application fee to the Administrative Department for Approval. Once we have received all documents, approval or denial of the application will be set.



Payette City Fire Department

600 N 16th St, Payette ID, 83661
208-642-6028



Food Vendor Requirements

The Payette City Fire Department (PFD) would like to make your participation as smooth as possible. Enclosed are the PFD requirements for your booth/mobile food unit, as well as inspection information. Please read it thoroughly, as there are some changes from previous years.

At the time of the inspection, you will need to have the following requirements in place:

Fire Extinguishers:

1. Minimum of one (1) sized 2A10BC all-purpose dry chemical fire extinguisher.
2. If you use any grease used in your cooking process, a Class K liquid chemical extinguisher is also required.
3. Extinguishers must be mounted in an accessible location so that the head of the extinguisher is between **3'-5'** from the floor.
4. Extinguishers must also have affixed to it, at the time of inspection, a current service tag (within the last (12) calendar months).

Commercial Cooking Appliance Systems

International Fire Code section **609.2** requires a *Type 1* hood to be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produces grease vapors.

Type 1 Hood: A kitchen hood for collecting and removing grease vapors and smoke.

Commercial Cooking Appliance: Appliances used in a commercial food service establishment for heating or cooking food and produce grease vapors, steam, fumes, smoke or odors that are required to be removed through a local exhaust system shall also be required to have a suppression system. Such appliances include deep fat fryers; (if the grease vapors are caused by deep fat fryers); upright broilers; griddles; broilers; steam-jacketed kettles; hot top ranges; under-fired broilers; (charbroilers); ovens; barbecues; rotisseries; and similar appliances. For this purpose of this definition, a food service establishment shall include any building or a portion thereof used for the preparation and serving of food.

1. The fire suppression system (including the portable Class K liquid chemical extinguishers), must have a current service tag within the last six (6) months. If it has not been serviced within the last six (6) months, you will need to have it professionally serviced prior to inspection.
2. A Class K liquid chemical extinguisher must be mounted as indicated above.
3. The Class K liquid chemical extinguisher must be tagged as indicated above.
4. The manual activation for the hood suppression must be accessible.
5. Activation of the suppression system shall also shut off gas to the burners.

Hood & Duct Systems (where applicable):

You may clean your Hood & Duct Systems (H&D) yourselves, rather than having the work performed by a professional service provider. However, H&D's must be cleaned to a degree of cleanliness that one would expect from a professional service provider. Vendors who do not meet the cleanliness criteria will be asked to correct the problem and submit a request for reinspection. Upon reinspection, if a vendor still fails to have their H&D cleaned adequately, they will not be issued PFD approval to operate the cooking equipment, but may still be allowed to sell other "non-appliance cooked" food items. Additionally, those failing reinspection will be required to have their equipment cleaned by a professional duct cleaning service the following year.

Exiting:

1. A clear path of egress at least **32"** wide must be maintained at all times during hours of operation in all stands and booths.

Waste:

1. One (1) OSHA compliant metal oily waste can with tight fitting lid is required.
2. The size of can depends on the amount of rags to be stored.
3. Oily Waste cans to be emptied daily.
4. The oily waste can may be located just outside the booth or stand in cases where space is limited so long as it is accessible during hours of operation.
5. No other trash or debris may be put in these cans.

Generators:

1. All generators and fuel cans shall be separated within **10** feet. All fuel cans on site shall have a secure lid or cover to control vapor release.

Inspection Schedule:

It is the vendor's responsibility to contact the Payette City Fire Department to schedule an inspection of the structure/mobile food unit prior to use.

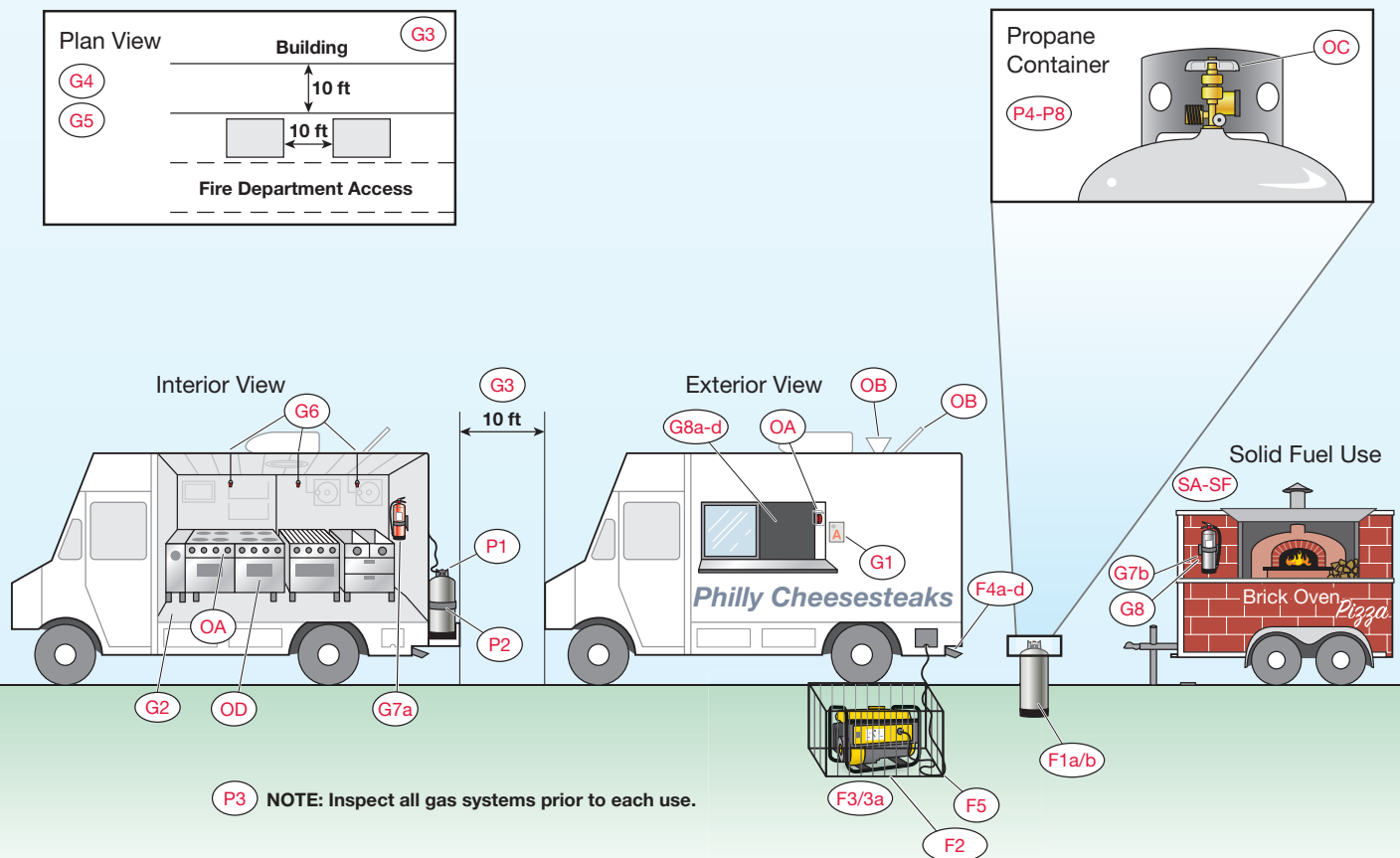
If you have any questions prior to the scheduled inspection time, please feel free to contact us at (**208**) **642-6028**.

Thank you,

Steve Castenada, Fire Chief



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Annex B in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.7.1.6.3] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- Ensure that workers are trained in the following: [96:B.15.1] **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
 - Proper method of shutting off fuel sources [96:10.4.1] **G8b**
 - Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
 - At least 10 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [1:11.7.2.2] **F4c**
 - Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:B.18] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:B.19.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

NFPA RESOURCES

NFPA 1, *Fire Code*, 2018 Edition

NFPA 1 Fire Code Handbook, 2018 Edition

NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition

LP-Gas Code Handbook, 2017 Edition

NFPA 70®, *National Electrical Code*®, 2017 Edition

National Electrical Code® *Handbook*, 2017 Edition

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2017 Edition

NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook, 2017 Edition

▶ **BECOME AN NFPA MEMBER**
FOR MORE OF THESE RESOURCES

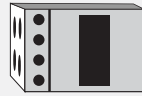
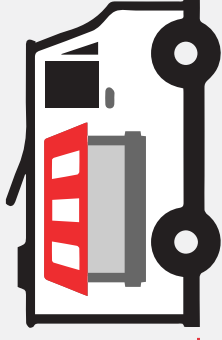


IT'S A BIG WORLD.
LET'S PROTECT IT TOGETHER.™

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfpa.org/foodtrucksafety.

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FOOD TRUCK SAFETY



CHECK for an approved fire suppression system for cooking appliances. [NFPA 96:B.9.1.2]

VERIFY the fire suppression system service tag shows service every 6 months. [NFPA 17A:7.3.2]



VERIFY Class K fire extinguishers are installed for cooking appliance fires. [NFPA 96, B.9.7.2]

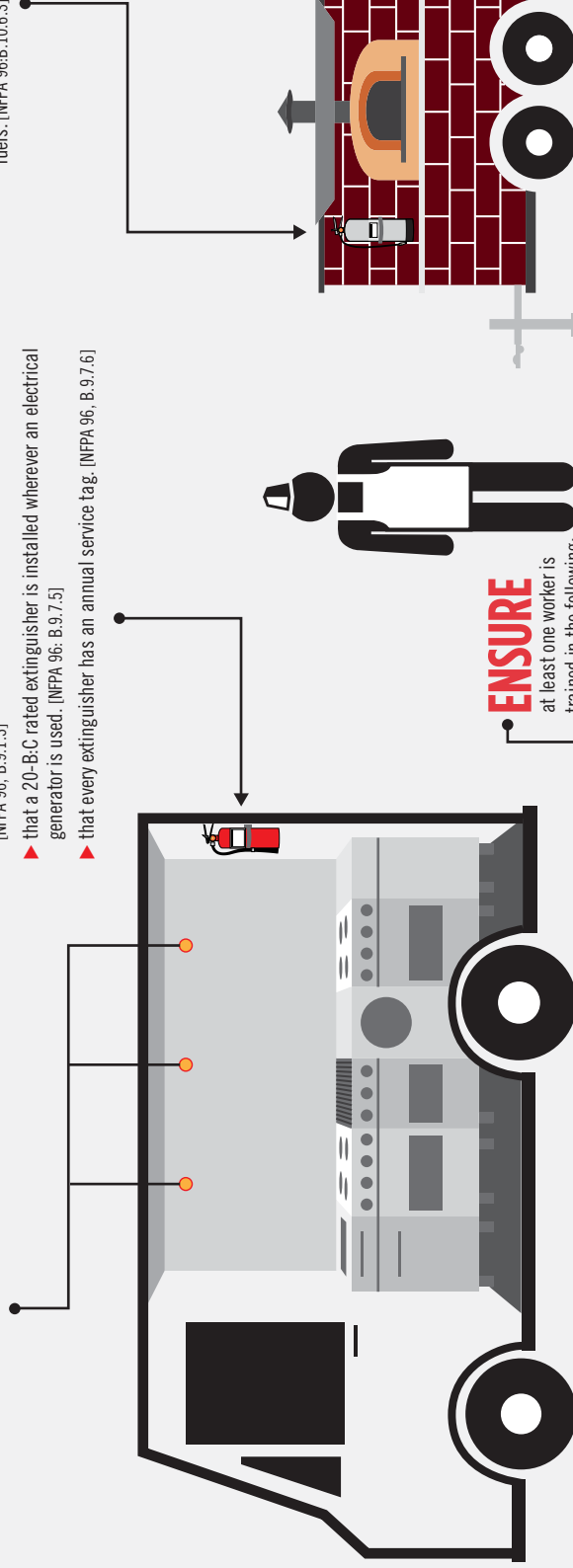
▶ additional fire extinguishers are installed for other hazards. [NFPA 96, B.9.7.4]
▶ that there is an instructional placard at each Class K extinguisher. [NFPA 96, B.9.1.3]

▶ that a 20-B-C rated extinguisher is installed wherever an electrical generator is used. [NFPA 96, B.9.7.5]
▶ that every extinguisher has an annual service tag. [NFPA 96, B.9.7.6]



For solid fuel cooking appliances that produce grease, **CHECK** for an approved fire suppression system. [NFPA 96:B.10.6.1]

▶ that a water-based fire extinguisher is installed for the extinguishment of wood and charcoal fuels. [NFPA 96:B.10.6.3]



ENSURE at least one worker is trained in the following: [NFPA 96:B.15.1]

Using portable fire extinguishers. [NFPA 96:B.15.1]



Manually discharging the fire suppression system. [NFPA 96:B.15.1]



Proper method of shutting off fuel sources [NFPA 96:B.15.1]

Proper procedure for how to perform simple leak test on gas connections. [NFPA 58:6.16, 58:6.17]

DOCUMENT

initial and annual training and make it available to the fire department upon request. [NFPA 96:B.15.4, B.15.5]



VERIFY

the vehicle is jacked or wheel chocks are installed around wheels [NFPA 96:B.13.3] and that there is at least 10 ft clearance from buildings or structures, combustible materials, vehicles, and other cooking operations. [NFPA 1:507.1.5]



VERIFY ACCESS & ENSURE CLEARANCE

Verify fire department vehicular access is provided for fire lanes, access roads, fire hydrants, and fire department connections. [NFPA 1:507.1.7]