

Mobile Food and Street & Sidewalk Vendors have different requirements depending on what, where, and how they wish to vend and operate.

Food Vending Stands are allowed and regulated by Article III, of Chapter 32, of City Ordinance.

Existing restaurants may operate a food stand adjacent and contiguous to the restaurant, to vend food items served within the restaurant. No additional filing is needed with our office. This does not allow for any table or seating set-up which would require additional approvals through Urban Planning & Land Use.

Individual Food Vending Stands are permitted within limited zoning districts and by specific operating criteria.

Traditional Mobile Food Vendors are allowed and regulated by Article III, of Chapter 32, of City Ordinance.

Mobile Food Vendors are “mobile”, providing food service *generally in Industrial Areas* where businesses do not have quick access to eateries that would allow for employees to leave and return within the allotted “lunch break”. The service these vendors provide are of short duration to occupants at a business location, and then moving on to the next business location, and so on.

New Generation Food Trucks are allowed and regulated by Division 7, of Article VIII, of Chapter 27, of City Ordinance.

New Generation Food Trucks do not typically operate like a mobile activity but more as a “temporarily stationary food service”, and are allowed across a wider range of zoning classifications. These vendors are allowed by zoning approval of a “Food Vending Annual Agreement”, for each location where they wish to operate. They are allowed to operate at the approved location for the operating hours of the agreement without requirement to remain mobile.

Ice Cream Vending Vehicles are allowed and regulated by Division 4, of article III, of Chapter 32, of City Ordinance.

Ice Cream Vending Vehicles have more specific and limiting operating requirements. Ice cream vending vehicles are the only type of mobile food vending that is allowed to operate in residential neighborhoods.

“Special Event” vending requirements for food and/or merchandise are determined by the size of venue, duration of the event, and if alcohol will be sold at the event. The event organizers will make application for the “Special Event” and identify participating vendors for the event. Those vendors would make application based on factors of the event.

Sidewalk Sales of **non-food merchandise** is allowed for retailers, with specific limitations. Merchandise Peddler’s without a retail location are allowed to street vend only at “Special Events” (see above).

See the following pages for applications & forms for your type of Street & Sidewalk Vending

Food Vending Stand:

Zoning Memo submitted to our office 1st (approval required before applications accepted)
Occupation Tax Application
Vending Vehicle License Application
(with all accompanying documents and approvals)

Traditional Mobile Food:

Occupation Tax Application
Vending Vehicle License Application
(with all accompanying documents and approvals)

New Generation Food Truck:

Food Truck & Mobile Food Annual Agreement (approval required before application accepted)
Occupation Tax Application
Vending Vehicle License Application
(with all accompanying documents and approvals)

Ice Cream Vending Vehicles:

Occupation Tax Application
Vending Vehicle License Application
(with all accompanying documents and approvals)

“Special Event” vendors:

Applications will be made available after the event organizer has made application for the event.

Sidewalk Sales

Sidewalk Sale Application (single form stand-alone application)

Occupation Tax Amount Due:

2018

**Application Filing is Annual Calendar Year Period
Pro-rated for the remaining quarters of the year**

NAICS	Description of Business (Trade or Type)	Jan to Dec	Apr to Dec	Jul to Dec	Oct to Dec
454	Nonstore Direct Sales	\$104.00	\$78.00	\$52.00	\$26.00
	454394 Food Vending Stand				
	454394 Mobile Food Vending				
	454394 Food Truck				
	454394 Ice Cream Truck				

To Schedule Fire Department Inspection: 913-573-5550 (ask to speak to the fire inspectors)
To Schedule Health Inspection contact the Kansas Department of Agriculture (Food Safety Division)
Ice Cream Trucks inspected by Local Health Department: 913-573-8855 (ask for Environmental Health)



Urban Planning and Land Use

701 North 7th Street, Room 423 · Kansas City, Kansas 66101
P (913)-573-5750 · E planninginfo@wycokck.org · F (913)-573-5796

Food Truck & Mobile Food Vending Annual Agreement

Please submit this agreement once a year if the proposed food truck is to be parked in one of the following zoning districts: C-0, C-1, C-D, C-2, C-3, M-1, M-2, M-3, and TND.

Submit your completed agreement to:

Urban Planning and Land Use Department
701 North 7th Street, Room 423
Kansas City, Kansas 66101
planninginfo@wycokck.org

A complete agreement consists of the following items:

- Signed and completed agreement packet
- Documentation from Wyandotte County Health Department
- Copy of trailer or vehicle current registration with the state Division of Motor Vehicles

Please note: This agreement must be renewed on an annual basis. All agreements expire at the end of the calendar year, regardless of month submitted.

Applicant Information

Business Name _____

KCK Business License
Number _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Vending Information

Days of Operation _____

Hours of Operation _____

Frequency of Operation (Monthly, Weekly, Etc.) _____

It is your responsibility to ensure proper and up-to-date licenses and permits required for the operation of the business are in place. These may include food manufacturer’s licenses, sales tax permits, food manager’s certifications, and any other licenses or permits required by the city, county or state. Contact the Unified Government Business License Department at (913) 573-8780 for any questions.

Please note: This agreement is subject to review by the Unified Government Urban Planning and Land Use Department.

Location of Operation

Please provide the addresses where you plan to operate your business as well as affidavits of consent from all property owners. If vending will occur exclusively on public streets, please note that below.

Declaration

I hereby affirm that the above statements are true and correct and constitute the basis for issuance of this agreement. I also agree to abide by the requirements set out in the Unified Government Wyandotte County/Kansas City, Kansas Code of Ordinances and any subsequent amendments thereto and to the provisions of such other ordinances regulating and relating to food trucks and mobile food vending. I understand that any variance from the statements made

in this application or the provisions of abovementioned ordinances shall constitute the basis for revocation of this agreement.

Applicant's Signature _____

Printed Name _____ Date _____

Office Use Only

Date of Approval _____

Reviewed By _____

Printed Name _____

Stipulations of Approval



BUSINESS LICENSE DIVISION

Web Page App

Neighborhood Resource Center
Unified Government of Wyandotte County/ Kansas City, Kansas
4953 State Avenue, Kansas City, Kansas 66102
p. (913) 573-8780 | f. (913) 573-8622 | www.wycokck.org/businesslicense

2018 Occupation Tax Application

Application Form
Please complete all information and return
to the Business License Division

Business Name / Mailing Address
(if different than business address)

X _____

Date Application Submitted: _____

Business

For Office Use Only

_____	_____	_____
Description of Business	Business License Number	NAICS Code
X _____	X _____	
Business Name	Business Organization (Individual, Partnership, Corporation, LLC, etc.)	
Business Address: X NOT P.O. Mail Box	_____	_____
Street	City / State / ZIP Code	
X _____	X _____	_____
Business Phone	Business Fax	Business Email
Minority Status of Ownership: (Check if applicable) <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Woman <input type="checkbox"/> Hub-Zone		
Square Footage	Number Of:	Kansas State Sales Tax Id Number
Interior _____ Exterior _____	X Employees _____ Vehicles _____ Units _____	_____

X **Manager**

_____	_____
Manager / Resident Agent	D.O.B.

Address 1	

Address 2	

City / State / ZIP Code	Phone

X **Owner**

_____	_____
Owner / Corporate Name	D.O.B.

Street	

City / State / e	

Phone:	

Occupation taxes are due. Please remit promptly.
The Unified Government Occupation Tax is effective until 12-31-18

Make check or money order **payable to:**
Unified Government License Division. Mail to the address listed at the top of this form.

UNIFIED GOVERNMENT OCCUPATION TAX DUE:

<i>For Office Use Only</i>	
_____	_____
Receipt Number	Date Paid

X _____
Signature Please sign and return with your remittance

X _____
Title

The filing of this statement neither confirms nor denies the use of land as regulated by the zoning ordinances of Kansas City, Kansas, nor relieves the applicant from compliance with any other regulating ordinance.



BUSINESS LICENSE DIVISION

Neighborhood Resource Center

Unified Government of Wyandotte County/ Kansas City, Kansas

4953 State Avenue, Kansas City, Kansas 66101

p. (913) 573-8780 | f. (913) 573-8622 | www.wycokck.org/businesslicense

Office Use 11-17

Parent Record # _____

STREET/SIDEWALK FOOD VENDOR LICENSE APPLICATION

Annual Fee \$100.00 Jan. 1-Dec. 31

Temporary Fee (\$20.00 2days, \$30.00 3-10 days)

Occupation Tax: \$ _____

Sale Dates: _____

Application Date: _____

Owners Name _____

Owners Address _____

Mailing Address _____

Telephone Number _____

Ownership Type Individual Partnership Corporation LLC

(If Corporation or LLC is selected include Articles of Incorporation or Organization, if Partnership is selected provide complete list of all partners, including phone and address.)

Sales will be conducted from Vehicle Cart

Vending of prepared and packaged ice cream, ice cream product, frozen dessert items, and other similar food item's **is prohibited from pushcarts.**

Proposed location of vehicle or cart (provide address, detailed description, and map showing specific location).

Proposed hours of operation _____

Provide photograph of vehicle or cart, and describe the nature, size, and manner of construction.

Provide a complete list and description of all food items to be sold (attach separate sheet if necessary). Non-food items, or food items not stated here, cannot be sold.

Provide a complete list of all persons that will handle or sell goods from licensed vehicle, or cart, to include name, address, and telephone number (attach separate sheet if necessary). No other person is allowed to handle or sell goods.

Will liquid petroleum or propane gas be used on or near the vehicle or cart?
 Yes No If yes, attach proof of Fire Department inspection and approval.

Kansas State Sales Tax Identification Number _____

Proof of inspection and approval by the Kansas Department of Health and Environment (prepared foods), or Wyandotte County Health Department (prepackaged foods) must accompany this application.

A certificate of comprehensive general liability insurance with limits not less than \$100,000.00 for death of or injury to one person and \$300,000.00 for death of or injury to more than one person and \$25,000.00 for property damage, per occurrence, shall accompany this application. Said policy must name the Unified Government as an additional insured, and must provide that 10 days prior notice be given to the License Administrator in the event of cancellation.

Each unit must clearly display the license, all permits, the name and telephone number of the licensee, and the telephone number of the License Administrator.

By my signature I certify that I have received, read, and understand the contents of the Streets and Sidewalks Ordinance relating to vending, and agree to abide by the contents thereof:

Signature Date

Subscribed and sworn by me this _____ day of _____ 20_____

Notary Public _____

DIVISION 5. SIDEWALK SALES

Sec. 32-179. License required.

No person shall vend nonfood merchandise from or upon public property without a license issued by the license administrator.

(Code 1988, § 32-201; Ord. No. O-99-04, § 23, 12-16-2004; Ord. No. O-91-05, § 2, 12-15-2005)

Sec. 32-180. Duration.

No person shall conduct any vending of nonfood merchandise on public property more than three times per calendar year and for a period not to exceed seven consecutive days on any such occasion.

(Code 1988, § 32-202; Ord. No. O-99-04, § 24, 12-16-2004; Ord. No. O-91-05, § 2, 12-15-2005)

Sec. 32-181. Exception.

The provisions of this section shall not apply to the sale of landscaping and gardening supplies during the spring planting season and Christmas trees during their period of sale on sidewalks adjacent to businesses which are authorized to have outside sales pursuant to section 27-464(c)(1).

(Code 1988, § 32-203; Ord. No. O-91-05, § 2, 12-15-2005)

Sec. 32-182. Pedestrian traffic set aside.

Any sale of nonfood merchandise under this section shall reserve a minimum of 72 inches for the passage of pedestrian traffic. The 72-inch distance shall be measured from the curb to the front of the merchandise offered for sale.

(Code 1988, § 32-204; Ord. No. O-91-05, § 2, 12-15-2005)

Sec. 32-183. Fee.

The county administrator shall establish a reasonable administrative fee based on the cost of regulation for each sale.

(Code 1988, § 32-205; Ord. No. O-99-04, § 25, 12-16-2004; Ord. No. O-91-05, § 2, 12-15-2005)

Sec. 32-184. Other provisions to apply.

Nothing herein shall exempt any person from the requirements of any other provision of this Code.

(Code 1988, § 32-206; Ord. No. O-99-04, § 26, 12-16-2004)

Secs. 32-185--32-206. Reserved.

SIDEWALK SALE LICENSE APPLICATION

Sidewalk sales are limited to three (3) per business per year, and each sale can last no more than seven (7) consecutive days. Merchandise cannot be displayed on public property at any other time.

BUSINESS NAME: _____

BUSINESS LICENSE NUMBER: _____

BUSINESS LOCATION: _____ PHONE _____

DATE(S) OF SALE: _____

SIGNATURE OF OWNER/MANAGER: _____