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

<table>
<thead>
<tr>
<th>NAICS</th>
<th>Description of Business (Trade or Type)</th>
<th>Jan to Dec</th>
<th>Apr to Dec</th>
<th>Jul to Dec</th>
<th>Oct to Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>454</td>
<td>Nonstore Direct Sales</td>
<td>$104.00</td>
<td>$78.00</td>
<td>$52.00</td>
<td>$26.00</td>
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<tr>
<td>454394</td>
<td>Food Vending Stand</td>
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<td></td>
</tr>
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<td>454394</td>
<td>Mobile Food Vending</td>
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<tr>
<td>454394</td>
<td>Food Truck</td>
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</tr>
<tr>
<td>454394</td>
<td>Ice Cream Truck</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)
* APPROVALS MEMORANDUM *

TO: Development Service Center  4th Floor  Room 421
FROM: Phillip E. Henderson, License Administrator
DATE:

SUBJECT: Zoning, Flood Plain and Building Inspection Approvals for Business Listed Below.

X Business Name: ____________________________________________.
X Proposed Business Address: ________________________________ Phone# ________________
X Owner’s Name: __________________________________________
X Type of Business (Description): ______________________________

X Is there a co-occupying business?   YES       NO
NAICS CODE ____________ Occupation Tax Amount ________________
Zoning Classification ________________
Special instructions or reason for denial: ______________________________

Zoning Staff: ________________________________ Approved [ ]  Denied [ ]  Date: _______
Flood Plain Approval: ____________________________ Approved [ ]  Denied [ ]  Date: _______
Building Inspection Staff: ____________________________ Approved [ ]  Denied [ ]  Date: _______

NOTICE: Should any signs be painted, refaced, hung or installed on the building or property, a sign permit must be obtained through the office of Planning and Zoning. Please call 573-5750 for further information.

I have been made aware of and understand the above instructions.

Business Representative: ________________________________ Date: ________________
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

<table>
<thead>
<tr>
<th>Business Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>KCK Business License Number</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Phone</td>
<td>E-mail</td>
</tr>
</tbody>
</table>
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
Unified Government Food Truck & Mobile Food Vendors Annual Agreement
Affidavit of Property Owner Consent

STATE OF __________________________ )
) SS:
COUNTY OF __________________________ )

Comes now ____________________________, of lawful age, sound mind and upon
his/her oath states as follows:

1. That I am the property owner of ____________________________
   (ADDRESS) ____________________________ (PARCEL NUMBER)
   in Kansas City, Kansas.

2. That I have reviewed the application for ____________________________
   (Business Name)
   to allow a food truck or mobile vending operation on my
   property.

3. That after discussing the matter and fully reviewing the agreement, I authorize that
   agreement to be filed.

   Further affiant saith not.

Affiant

SUBSCRIBED IN MY PRESENCE AND SWORN to before me this ________ day of ________,
20 ______.

Notary Public

My commission expires ________ of ____________, 20 ______.
BUSINESS LICENSE DIVISION

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

Date Application Submitted: __________

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

---

Business Address: X
NOT F.O. Mail Box
Street
City / State / ZIP Code

Business Phone
Business Fax
Business Email

Minority Status of Ownership:
☐ Asian/Pacific Islander
☐ American Indian/Alaskan Native
☐ Black
☐ Woman
☐ Hispanic
☐ Hub-Zone

Square Footage
Interior
Exterior

Number Of:
Employees
Vehicles
Units

Kansas State Sales Tax Id Number

---

Manager / Resident Agent
D.O.B.
Address 1
Address 2
City / State / ZIP Code
Phone

Owner / Corporate Name
D.O.B.
Street
City / State / ZIP Code
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:

Signature
Please sign and return with your remittance
Title

---

For Office Use Only

Receipt Number
Date Paid

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.
STREET/SIDEWALK FOOD VENDOR LICENSE APPLICATION

[ ] Annual Fee $100.00 Jan. 1-Dec. 31
[ ] Temporary Fee ($20.00 2 days, $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.

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.

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).

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.

Sec. 32-183. Fee.
The county administrator shall establish a reasonable administrative fee based on the cost of regulation for each sale.

Sec. 32-184. Other provisions to apply.
Nothing herein shall exempt any person from the requirements of any other provision of this Code.

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: _______________________________________________