



Mobile Vendor Business Licence Application

Applicants must complete the checklist(s) below to accompany a mobile vendor business licence application for it to be able to be deemed complete for acceptance and processing by the Town of Stony Plain.

Please check each item included within your package.

CHECKLIST

Required information for all mobile vendor business licence applications:

- Business licence application
- Landowner consent
- General Public Comprehensive Liability Insurance (\$2,000,000) - *Town of Stony Plain named as additional insured if on municipal property*
- Alberta Health Services Inspection (Mobile Food Vendors)
- Food Handlers Permit (Mobile Food Vendors)
- Inspection by Stony Plain or Spruce Grove Fire Department (Mobile Food Vendors)
- Discharge Management Plan for the collection and disposal of fats, oils, grease, refuse, and litter
- Photograph of Mobile Vending Unit
- Site Plan
- Payment of fees



Business Licence Application Mobile Vending Service

<input type="checkbox"/> New	<input type="checkbox"/> Resident	<input type="checkbox"/> Change of Address
<input type="checkbox"/> Tri-Municipal	<input type="checkbox"/> Non-Resident	<input type="checkbox"/> Business Name Change

SECTION 1: PRINCIPAL OWNER/LICENSEE INFORMATION

LEGAL BUSINESS NAME:		BUS. LIC #
OPERATING NAME:		ACCT. #
BUSINESS ADDRESS:		
MAILING ADDRESS:		
CITY:	PROV:	P/C:
BUSINESS PHONE:	BUSINESS CELL:	
WEBSITE:	EMAIL:	
CONTACT NAME:	TITLE:	

SECTION 2: MOBILE VENDING UNIT INFORMATION

MOBILE VENDING UNIT TYPE:		
<input type="checkbox"/> Food Truck	<input type="checkbox"/> Sidewalk Cart	
<input type="checkbox"/> Ice Cream Truck	<input type="checkbox"/> Table/Stand	
<input type="checkbox"/> Trailer	<input type="checkbox"/> Other _____	
DESCRIPTION OF PRODUCT OR SERVICE:		
FEES:		
<input type="checkbox"/> \$25.00 Daily	<input type="checkbox"/> \$100.00 Annual resident business	<input type="checkbox"/> \$325.00 Annual non-resident business

SECTION 3: EVENT LOCATION AND DETAILS

Municipal Address 1:	Event Name:	Date:
Municipal Address 2:	Event Name:	Date:

AUTHORIZATION:

I have read and understand the Mobile Vending Guidelines and agree to adhere to the conditions within the guidelines

DATE:	NAME:	SIGNATURE:
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FOR OFFICE USE ONLY

Application Date: _____	Business Licence #: _____
Fees: _____	Development Permit #: _____
Receipt #: _____	SIC: _____
Zoning: _____	Rate Code: _____

Contact us: Town of Stony Plain • 4905 51 Avenue • Stony Plain, Alberta T7Z 1Y1 •
 Phone: (780) 963-8598 • Email: planning@stonyplain.com • Website: www.stonyplain.com
 Updated: July 18, 2023

Mobile Vending Guidelines

Application Fees:

MOBILE VENDOR APPLICATION FEES	
Daily	\$25.00
Annual resident business	\$100.00
Annual non-resident business	\$325.00

1.0 Purpose:

These guidelines outline the procedures to obtain a business license to operate a mobile vending service within the Town of Stony Plain.

2.0 Scope:

These guidelines govern the application and approval requirements of the Town to issue a business license for a mobile vending unit within the Town of Stony Plain.

3.0 Objective:

To regulate the sale of food, products, or the provision of services at approved locations. The sale of food items by a mobile vendor must also be approved by Alberta Health Services.

4.0 Policy:

Business licenses are regulated by the Town of Stony Plain Business License Bylaw. These guidelines provide a framework to regulate mobile vendors to operate a business at approved locations.

5.0 Definitions:

- 5.1 **Approved Location** means an address or physical location within the Town of Stony Plain approved for the operation of a mobile vendor.
- 5.2 **Business License** means a license issued by the Town of Stony Plain in accordance with the Business License Bylaw.
- 5.3 **Mobile Vendor** means the operator of a mobile vending service.
- 5.4 **Mobile Food Vendor** means a person selling food, beverages, snacks, ice cream or other products from a mobile vending unit which may operate at various approved locations within the Town of Stony Plain.
- 5.5 **Mobile Vending Unit** means any mobile vehicle, cart, trailer, table, or stand or other primary piece of equipment used to assist the mobile vendor in the selling or distribution of food, products, and services.
- 5.6 **Private Property** means the land owned by a person or organization that is used for their exclusive use.
- 5.7 **Sandwich Board Sign** means a sign that is double faced or "A-frame", which is set on but not attached to the ground and has no external supporting structure, illumination or electronic display and shall have a maximum surface area of 1.0 m².
- 5.8 **Special Event** means an activity supported by the Town of Stony Plain and other organizations that are hosted at Town owned facilities and parks.
- 5.9 **Town** means the Town of Stony Plain.

6.0 Standards:

6.1 General Conditions

- 6.1.1 Non-motorized mobile vendors have the ability to be transient and move between locations with no permanent or “home” location.
- 6.1.2 Approved locations are available on a first come, first served basis subject to providing a complete application and payment of the business license fee.
- 6.1.3 Approved locations may, at the discretion of the Town, include special events that are sanctioned by the Town.
- 6.1.4 All mobile vendors are required to obtain a business license issued by the Town of Stony Plain for each mobile vending unit. The business license must be posted on the mobile vending unit and visible to the public at all times.
- 6.1.5 A business license must be obtained for each mobile vendor.
- 6.1.6 A mobile vending unit cannot be left unattended or be parked on private land after business hours.
- 6.1.7 The written consent of the private landowner must be provided with the application to operate a business on the land or premises after business hours.
- 6.1.8 A maximum of two mobile vending units may, at the discretion of the Town of Stony Plain, be allowed at each approved location.
- 6.1.9 Operations of the mobile vendors shall be conducted in a manner that does not restrict or interfere with the ingress or egress of the adjacent property owners or constitute an obstruction to adequate access by fire, police, or sanitation vehicles.
- 6.1.10 A mobile food unit must be clean, well lit, and aesthetically pleasing in appearance.
- 6.1.11 All mobile vending units shall provide self-contained potable water and power services.
- 6.1.12 Generators shall not pose a nuisance to the public, adjacent uses, or businesses. Power cords cannot create a trip hazard and must be removed daily.
- 6.1.13 Mobile vendors shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste. Lights, sounds, or actions which may be a distraction for motorists and/or pedestrians are not permitted.
- 6.1.14 Portable tents, canopies, furniture and fixtures (i.e. tables, chairs, benches, counters, etc.) associated with a mobile vendor are not permitted to be set up at any location other than at a special event at locations approved by the event sponsor.
- 6.1.15 Only one sandwich board sign is permitted per mobile vendor unit and shall comply with the regulations outlined in the Land Use Bylaw Sign regulations.
- 6.1.16 Sandwich boards are to be placed against the mobile vendor units to avoid any obstructions. Sandwich board signs must not obstruct pedestrian or vehicular movement or sight lines at intersections and are subject to the regulations of the Town of Stony Plain Land Use Bylaw.
- 6.1.17 Storage of the mobile vending unit on a public street or on a residential lot is not permitted.

6.2 Mobile Food Vendors Conditions

- 6.2.1 The following additional permits, application requirements, and conditions must be met by mobile food vendors prior to the approval of a business license to operate a mobile food unit within the Town of Stony Plain:
 - a. A permit must be issued by the Alberta Health Services. A copy of the inspection report must be included with the application.
 - b. A Discharge Management Plan must be included with the application that must describe how and where fats, oils, grease (FOG), refuse, and litter will be disposed.
 - c. Valid motor vehicle insurance is required for each vehicle.
 - d. Proof of Public Liability Insurance with a minimum of \$2,000,000 per occurrence.
 - i. If the mobile food unit is operating on Town owned lands (including roads), the Town of Stony Plain is to be named as an additional insured party in the certificate of insurance
 - ii. If the mobile food unit is operating on Town owned lands and those lands are rented out to a third party for an event, the renter of the lands should provide insurance coverage, with the Town of Stony Plain named as an additional insured party, for all activities which would include the mobile food unit.

- iii. If the mobile food unit is participating in any Town run activity, event, or festival, the Town of Stony Plain is to be named as an additional insured party in the certificate of insurance.
 - e. Photographs of the vehicle being used must be provided.
- 6.2.2 A mobile food unit shall not be more than:
 - a. 8,000 kilograms in weight;
 - b. 2.5 metres in width; and,
 - c. 9.75 metres in length.
- 6.2.3 A mobile food unit shall supply its own power and water source. Generators are permitted providing that they do not cause a nuisance or disturbance.
- 6.2.4 Overhead awnings, canopies or doors shall not obstruct or hinder pedestrian traffic.
- 6.2.5 All elements associated with the mobile food vendor operations (including line-ups, signage, and waste receptacles) shall not cause any vehicular or pedestrian obstructions or hazards. A minimum of 1.5 metres (5 feet) wide sidewalk as a passageway for pedestrians is required.
- 6.2.6 Service windows on a mobile food unit shall be oriented towards the sidewalk. Service windows that face the street are not permitted.
- 6.2.7 Vendors shall provide proper trash and recycling receptacles for customers.
- 6.2.8 Vendors shall clean up within a 10-metre radius of their service unit at the end of each day of operations.
- 6.2.9 Vendors shall make arrangements to provide access to public washroom facilities for their employees.

6.3 Areas Approved For Mobile Vendors

- 6.3.1 Private land and premises zoned for commercial, industrial, community services, and institutional uses.
- 6.3.2 Town owned facilities, parks, public recreational areas, and public parking lots with the written consent of the Town.
- 6.3.3 Special events as permitted by the event organizer.

6.4 Areas Prohibited For Mobile Vendors

- 6.4.1 Mobile vendor units shall not block access to alleyways, driveways, fire hydrants or loading zones and shall not be operated within:
 - a. 25 metres as measured from the nearest edge of the mobile food unit to the property line of an existing permanent food service establishment (including sidewalk vendors with fixed location).
 - b. 50 metres of a special event or festival except where the permission from the event coordinator has been obtained.
 - c. 10 metres of any intersection or cross walk.
- 6.4.2 These guidelines do not allow a mobile vendor to operate on or at:
 - a. Municipal road, lane, emergency access, or a fire lane on private land.
 - b. Residential lands and premises.

6.5 Licencing, Consent, and Inspections

- 6.5.1 The applicant is responsible for arranging appropriate licenses, inspections, and consents (copies to be provided with application) to meet the requirements of the Town that may include but is not limited to:

PLANNING & INFRASTRUCTURE: 780-963-8598

- To apply for a business license
- For more information regarding business licenses, bylaws, and these guidelines

COMMUNITY AND PROTECTIVE SERVICES: 780-963-8650

- To apply for a business license at a park, public area, or Town owned facility.
- Requirements of the Traffic Safety Bylaw.

STONY PLAIN FIRE DEPARTMENT: 780-963-3551 (an inspection fee may apply)

- Emergency access.
- Fire extinguishers.
- Fire suppression equipment.

ALBERTA HEALTH SERVICES: The applicant is responsible to arrange appropriate licenses, permits and inspections required by the Environmental Public Health Division of Alberta Health Services by contacting:

Edmonton Zone – HSBC Building
7th Floor, Suite 700
10055-106th Street
Edmonton, Alberta T5J 2Y2
780-735-1800

Environmental Public Health
Edmonton Zone – Rural
205 Diamond Avenue
Spruce Grove, Alberta T7Z 3A8
780-342-1380

- 6.5.2 The Town and landowner consent must be provided in writing with the business license application to be accepted for processing and considered for approval.
- 6.5.3 In order to apply for a business license to operate at a special event, contact the event organizer directly.

6.6 Hours of Operation

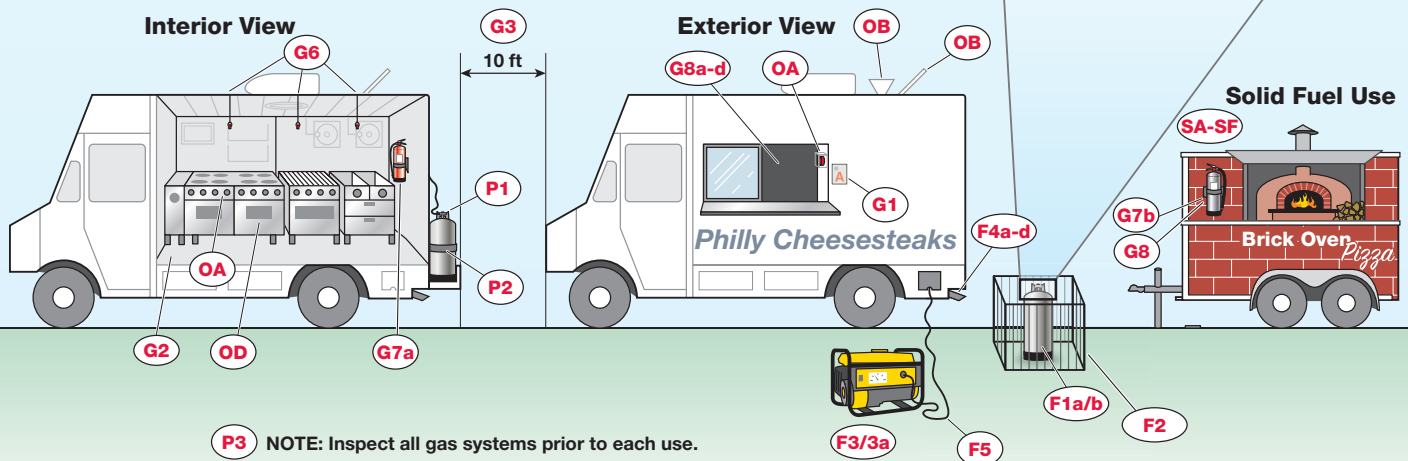
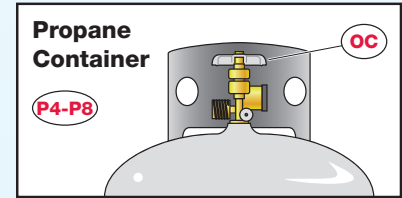
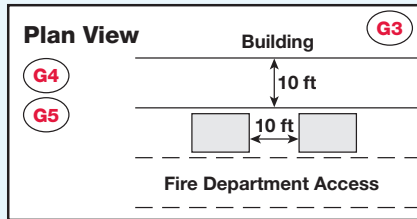
- 6.6.1 Mobile vendors may conduct business between 7:00 am – 10:00 pm daily and/or during the same hours of a Town sanctioned special event.

6.7 Enforcement

- 6.7.1 Periodic inspections may be conducted by the Town to ensure compliance.
- 6.7.2 Upon demand of a Peace Officer, the vendor will provide a business license for inspection.
- 6.7.3 Suspension or revocation of a business license may result if the vendor fails to meet one or more of the requirements outlined in these guidelines or any other laws, regulations, or Bylaws.
- 6.7.4 An appeal of the suspension or revocation of a business license must be tendered in writing to the Town of Stony Plain in accordance with the procedures in the Business License Bylaw.
- 6.7.5 Vendors are required to comply with all laws and regulations, and obtain all permits and licenses required by relevant municipal, provincial, and federal legislation, including but not limited to:
 - a. Business License Bylaw.
 - b. Community Standards Bylaw.
 - c. Land Use Bylaw.
 - d. Traffic Bylaw.
 - e. Safety Codes Act and Fire Code.
 - f. Traffic Act.
 - g. Public Health Act.



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

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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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