



City of
Richmond

Mobile Food Vendor Temporary Commercial Use Permit Application

Business Licence Department
6911 No. 3 Road, Richmond, BC V6Y 2C1
T: 604-276-4328 E: buslic@richmond.ca

Please submit this completed application form to the Business License Department at the front counter of City Hall or by email at buslic@richmond.ca.

Please refer to the attached guidelines for details on specific requirements for mobile food vendors, and fees payable.

PLEASE CHECK ONE: ☐ New Application ☐ Renewal Application

Property Owner Information:

Property Address: _____

Legal Description: _____

Property Owner(s): _____

Tel. No.: _____
Business and/or Personal

E-mail (required): _____

Mobile Food Vendor Information:

**If more than one mobile food vendor, please include business name and contact information of additional vendors on a separate page.*

*Business Name: _____

Contact Name: _____

Business Address: _____

Tel. No.: _____
Business and/or Personal

E-mail (required): _____

Special Event(s) / Ongoing Service

Is this a Special Event: ☐ Yes ☐ No If yes, Date(s) of Event: _____

Are you the: ☐ Organizer ☐ Participant

If Participant, Organizer Contact Info (name and phone): _____

Is this an ongoing service (2 years)? ☐ Yes ☐ No Proposed Start Date: _____

Other (please explain): _____

Signature(s)

Property Owner(s) Signature(s): _____

Printed Name(s): _____

OR, if acting on behalf of a property owner, attach a Letter of Authorization

Authorized Agent's Signature (i.e. Mobile Food Vendor): _____

Authorized Agent's Printed Name: _____

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Date Received: _____ Application Fee: _____

File No.: _____ Receipt No.: _____

Only assign if application is complete



Mobile Food Vendor Temporary Commercial Use Permit Guidelines

A Temporary Commercial Use Permit (TCUP) for a Mobile Food Vendor allows a property to be used for mobile food vendor(s) on a temporary basis. An application will be assessed according to the following guidelines:

- A Mobile Vendor TCUP can only be issued in the areas designated in the City's Official Community Plan as Industrial, Mixed Employment, Commercial, Neighbourhood Shopping Center, Mixed Use and Limited Mixed Use, and Agricultural (outside of the ALR) where deemed appropriate.
- Mobile vendors are regulated under the City's [Business Licence Bylaw 7360](#) and [Business Regulation Bylaw 7538](#).
- A Mobile Vendor TCUP is issued for an initial period of 2 years; a subsequent application can be made to the City for one renewal extension for a TCUP for a period of 2 years
- A Mobile Vendor must ensure their footprint does not exceed 10% of available onsite parking spaces.
- The sale or rendering of service to customers must be completed within a short transaction period.
- There should be no undue noise or offensive odours coming from the vending unit.
- The generator used to power the food truck does not create a nuisance (noise, odor, etc.) to residents and other business operators in the vicinity.
- All items related to the operation of the vending unit must be stored inside the vending unit, outside of operating hours.
- Merchandise and/or food must be easily carried by pedestrians.
- Mobile food vendors are responsible for ensuring proper disposal of any garbage resulting from their operation.
- The mobile vendor(s) must to comply with public health requirements, particularly with respect to food items and other health and safety issues, if applicable.
- The mobile vendor(s) will need to comply with applicable Richmond Fire-Rescue Department and National Protection Association Regulations.

Application Requirements

- A completed application form with contact information is required.
- If you are an agent (non-property owner) acting on behalf of a property owner, a letter of authorization is required.
- A site plan showing the generalized layout of the proposed use is required. Specific requirements are outlined below.
- A completed Food Truck Parking Worksheet is required.
- City will provide public notification and collect feedback from local business owners and tenants located on the subject property. This notification process will take approximately 2 weeks.
- There is a \$100 non-refundable application fee, which will be collected prior to the issuance of a permit. The fee is not required at the submission of an application.
- A business licence for individual mobile food vendor(s) is required before operation, an application for a business licence can be obtained concurrently with the TCUP process.

Renewal Application Requirements

- A completed application form with contact information is required.
- If you are an agent (non-property owner) acting on behalf of a property owner, a letter of authorization is required.
- If there are changes to the site plan or Food Truck Parking Worksheet, a revised site plan showing the layout and parking requirements of the proposed use is required.
- There is a \$100 non-refundable application fee, which will be collected prior to the issuance of a permit.

Mobile Food Vendor Site Plan Requirements:

- A site plan showing the layout of the proposed use is required when submitting an application.
- If there are changes to the site plan, a revised site plan showing the layout of the proposed use is required.
- Development of the site plan should consider, the following information:
 - Provide the business name and address
 - Clearly show the location of the mobile food vendor and any related installations or equipment on-site including tables, stands, generators, traffic cones and tents.
 - Clearly show the location of queuing or waiting areas.
 - Clearly identify the location of any proposed temporary signage in support of the mobile food vendor, including type/size of signage.
 - Identify and label current applicable features of the subject property, including but not limited to:
 - Existing parking stalls, drive-aisles, loading bays, and vehicle access/egress to the site.
 - Identify and label the adjacent roadway or street.
 - Location of building(s) on the site.
 - Location of existing pedestrian improvements/installations (on-site walkways, paths etc.).
 - Location of any existing on-site landscaping or fencing.
 - Other site features relevant to the proposed mobile food vendor location.
 - Provide metric measurements to identify the general footprint area of the mobile food vendor operation and where applicable, distances to property lines, existing buildings and other site features necessary to facilitate vehicle movements/circulation and ensure emergency vehicle access and circulation.



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Mobile Food Vendor Onsite Parking Requirements Checklist

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Applicant to complete questions 1 to 5.

Existing Site Parking – Minimum 20 Parking Stalls

1. Total number of onsite parking stalls: _____

Proposed Food Truck Parking Impacts

2. Total number of parking stalls occupied by food truck and customer area: _____

- Use of accessible stalls not permitted.

3. Is loading space used?

☐ Yes

☐ No

If Yes, certify loading space is not in service during food truck operation.

☐ Yes

☐ No

4. Percent of parking area occupied by food truck operation is equal to or less than 10% of total onsite parking?

☐ Yes

☐ No

5. I agree noncompliance with this submission could result in cancellation of permit.

☐ Yes

☐ No

I acknowledges any identifiable off-site parking concerns resulting from the food truck operation can result in cancellation of the permit.

☐ Yes

☐ No

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Parking Criteria and Requirements – Staff to Complete

☐ Site has minimum of 20 parking spaces.

☐ Number of Stalls Occupied by Food Truck and associated operations does not use accessible parking stalls or access aisle.

☐ Percent of Stalls Occupied by Food Truck and associated operations = less than 10%

☐ Food Truck Operator acknowledges non-compliance with submission could result in cancellation of permit.

☐ Food Truck Operator acknowledges any identifiable off-site parking concerns resulting from the food truck operation can result in cancellation of the permit.