



MOBILE FOOD VENDOR LICENSE APPLICATION CHECKLIST

This page is for reference only and does not need to be submitted with the application.

Required documents for all applicants:

- Completed City of Ankeny Mobile Food Vendor License application (please allow up to two weeks for processing)
- Copy of a Valid Driver's License, unless the applicant will not be utilizing a motor vehicle for food vending purposes.
- Copy of the license issued to the applicant by the State of Iowa Department of Inspections & Appeals-Food and Consumer Safety Bureau (please see Polk County Public Health for questions)
- Color photographs of the mobile food vending unit-front, side, rear (new applicants only)
- Copy of the mobile food vending unit's motor vehicle registration (drivable vehicles only)
- Operational permit from Fire Department if cooking in the unit
- Written consent form from property owner allowing vendor to be on their property
- Certificate of General Liability Insurance in the amount of \$1 million or more per occurrence and \$1 million for property damage
- Proof of completed background check through City of Ankeny's preferred vendor
- Applicable fee of \$20 to the City of Ankeny
- Upon license issuance of permit - fees to the City of Ankeny - \$250 annual (may be prorated)
OR \$75 1-3 Day