



City of Payette
Mobile Food Vendor
License Application

OFFICE USE ONLY

Date Received _____ Approved/Denied _____

Amount owing _____ Date Paid _____

Background check completed on _____ day of _____, 20____.

Approved _____ Denied _____

Completed by _____,

Payette Police Department

Non-Refundable Fees:

Application..... \$50.00 (per 90 days)

Background Check..... \$30.00 (Split)

***City Hall.....\$10.00**

***Idaho State Police.....\$20.00**

* Please refer to provided checklist to make certain you have all requested information provided for City Hall to take further action.

Please see requirements in the Payette City Code 5.15

First Name _____ Middle Initial _____ Last _____

Phone Number _____ DOB _____ SSN(Last Four) _____

Applicant's Address _____

Nature of Business _____

Type of Goods to be sold _____

Location of sale of goods _____ Dates of Sale _____

Public Health Permit Number, if applicable _____

FIRM OR CORPORATION name, address, phone number, state incorporated under and Company EIN represented by applicant _____

List all business locations, mailing addresses used, and nature of business in the previous six months

List all persons having management or supervision duties, their address, and the capacity in which such person will act (such as proprietor, agent or otherwise) _____

Identify any persons having management or supervision duties who have been convicted of a crime, felony or misdemeanor, etc. _____

Signature _____

Date _____



City of Payette

700 Center Ave

Mobile Food Vendor License Application Checklist

Contact the City Hall

Contact the Administrative Department to discuss any questions or concerns you may have. The Administrative Department will determine if your application will be granted or denied. A copy of the code can be found on the City of Payette's website under Title 5 at www.cityofpayette.com.

*****Please Initial each line then sign and date when requested information has been acquired.**

1. ___ Obtain Mobile Food Permit Application

Download the application: www.cityofpayette.com - [online forms]

OR

Request an application by email: billing@cityofpayette.com

Request an application by phone: 208-642-6024

OR

Visit us at City Hall (address above)

2. ___ Fill out Mobile Food Permit Application

Please make sure you have completed all sections of the application prior to moving on to the next step. Incomplete applications will not be accepted and will delay the process.

3. ___ Background Check Form

A background check **MUST** be filled out and submitted before the next step of reviewing the application can be complete. There is a required **\$20 Money Order** payable to Idaho State Police (ISP) along with a **\$10** fee payable to the City of Payette as Cash, Check, Money Order or Credit/Debit Card (additional fees/restrictions apply). This form is sent from our office to Idaho State Police; this process could take up to 7-10 business days before returning back to Payette City Hall.

4. ___ Current valid driver's license

5. ___ Provide a current certificate of liability insurance AND registration for the applicant's vehicle.

Applicant must provide public liability insurance coverage in the minimum amount of five hundred thousand dollars (\$500,000.00) combined single limit

6. ___ Obtain a Permission Letter Signed by the Property Owner

When conducting mobile vendor business on private property that is not owned by the applicant; the applicant **MUST** obtain a signed letter by the property owner giving the applicant permission to use their property as the applicant's place of mobile vendor business.

7. ___ Provide Southwest District Health Permit

The City requires an updated copy of the applicant's Southwest District Health Permit (SWDH) to be attached with the application.

8. ___ Submit Completed Application to City Hall

Submit the completed application as well as a **\$50.00** non-refundable application fee to the Administrative Department for Approval. Once we have received all documents, approval or denial of the application will be set.