



## Mobile Food or Retail Vendor Supplemental Checklist

Mobile Food or Retail Vendors operating in the City of Federal Way must review and complete this supplemental checklist at the time of their business license endorsement application or renewal.

Federal Way Revised Code (FWRC) defines “mobile food or retail vendor” as *“an unaffixed food or retail establishment on wheels, primarily selling goods, food or beverages, which is readily moveable either through self-propulsion or via towing by vehicle, and operates on a previously existing improved property. Mobile food or retail vendors do not include mobile or temporary health services.”*

There are three (3) classifications of mobile food or retail vendors in Federal Way, subject to the following allowed locations per class:

| CLASSIFICATIONS   | ALLOWED LOCATIONS   |
|---|---|
| <p>“<b>Class I</b>” means a mobile food or retail vendor that operates on a particular improved property for no more than a single day each calendar month, and no more than 15 hours during that day.</p>  | <p><b>Class I</b> mobile vendors are allowed to operate in any zone.</p>  |
| <p>“<b>Class II</b>” means a mobile food or retail vendor that does not qualify as a Class I mobile vendor and operates on a particular improved property for no more than 180 days in a calendar year.</p> | <p><b>Class II</b> mobile vendors are allowed in all zones in the city except for properties in single-family zones with a current principal use of single-family.</p>  |
| <p>“<b>Class III</b>” means a mobile food or retail vendor that operates on a particular improved property but does not otherwise qualify as either a Class I or II mobile vendor.</p>                      | <p><b>Class III</b> vendors which are accessory to an established use on the property are allowed in all zones in the city; except for properties in single-family zones with a current principal use of single-family.</p> <p>Class III accessory mobile vendors must obtain a <a href="#">Mobile Food or Retail Vendor Permit</a>.</p> <p><b>Class III</b> vendors which are the principal use on the property are allowed in all nonresidential zones in the city and must obtain approval under the use process indicated in the use chart for the applicable zone.</p> |

For information regarding mobile vendors operating in a public right-of-way, contact the Public Works Department. A right-of-way permit may be required.

Right-of-way permit desk: 253-835-2725 or [row.permits@cityoffederalway.com](mailto:row.permits@cityoffederalway.com)

## SUPPLEMENTAL CHECKLIST

Please review the checklist items below. Signature at the bottom is confirmation the mobile food or retail vendor will operate in accordance with the requirements. A completed and signed checklist is required before the City will endorse your business license.

All mobile food or retail vendors in Federal Way shall comply with the following requirements:

- Operate consistent with the applicable mobile vendor classification requirements found on this handout.
- Operate only between the hours of 7:00 am and 10:00 pm, Monday thru Sunday; exceptions may be granted under special event permits or right-of-way use permits.
- Restore the site area occupied by the mobile food or retail vendor to the original or better condition upon removal of the vending unit.
- Provide at least one garbage and recycling container for customers.
- Operate only on an asphalt or paved surface; unless otherwise approved through a special event permit.
- For mobile food or retail vendors that sell food, obtain approval from South King Fire and Rescue; this approval may include but not be limited to completing an inspection and certification process.
- Ensure sufficient queuing distance for customer vehicles.
- The mobile food or retail vendor shall not:
  - Operate on an unimproved property;
  - Operate within 5ft from any property line, unless located on a public right-of-way;
  - Obstruct any drive aisles or ingress/egress within the site;
  - Obstruct a sidewalk, bicycle lane, or other pedestrian way;
  - Obstruct the sight distance triangles for vehicles turning in and out of a site;
  - Impede ADA access;
  - Impede fire hydrant or fire lane access;
  - Operate on any private or public property without permission of the property owner(s);
  - Serve as a drive-through facility for vehicles;
  - Operate in a designated loading zone;
  - Remove the mobile food or retail vending unit from its wheels; or
  - Use or remove code-required parking spaces for principal site uses.

## SIGNATURE

Please sign below. Your signature is your attestation that you understand and agree to comply with mobile food or retail vendor requirements from FWRC 19.290.070 as listed above.

Mobile Vendor Business Name \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

For additional information about Federal Way's mobile food or retail vendor permit or review requirements, contact the *Planner on Duty* at 253-835-2655 or [planning@cityoffederalway.com](mailto:planning@cityoffederalway.com). Complete Mobile Food or Retail Permit Requirements are found in [FWRC 19.290](#).

**The supplemental checklist must be submitted to the city electronically. Please visit our website at <https://www.cityoffederalway.com/node/4588> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal.**