

Mobile Food Trailer  
Business License Application

Name of Business: \_\_\_\_\_

**Commercial Food Supply Source (Commissary):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Trailer Description:** (Please describe each trailer to be used in conducting business including, but not limited to, a description of any method to display food or products to be offered):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trailer Plate No: \_\_\_\_\_

Please describe the preparation methods and food product offered for sale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Note: If you have additional trailers, please include the information requested above for each trailer on a separate application)

**Items to include with your application:**

- Salt Lake City Application for Business License
- Statement holding the City harmless form Liability. (Included in this packet)
- Copy of all necessary licenses or permits required by state or local health and transportation authorities.
- Copy of menu
- Proof of State Tax Identification for Salt Lake City
- Copy of a valid driver's license for each driver
- Written permission for use of private property from property owner. Include a site map (google map) draw in, where you will park your vehicle and where the tables and chairs will be placed.

I, \_\_\_\_\_ shall hold the city and its officers and employees harmless from any and all liability and shall indemnify the city and its officers and employees for any claims for damage to property or injury to persons arising from any activity carried on under the terms of this license.

\_\_\_\_\_  
(Signature)

Food Trailers can only be on Private Property.

<http://www.slcgov.com/search?search=ZONING+MAP>

# SALT LAKE CITY CORPORATION

DEPARTMENT OF ADMINISTRATIVE SERVICES  
BUSINESS LICENSING

May 5, 2021

Dear Business Owner:

Per Salt Lake City Ordinance **5.69.020 Mobile Food Trailer** must be site specific and cannot operate on Salt Lake City streets, sidewalks, or property. You will need to find a specific location on private property to maintain your food trailer within Salt Lake City jurisdiction.

Each location will require a separate business license.

We will be requesting the following information:

- Site Plan -map of property to include highlighted area of where business is located, entrance & exits of property and where your trailer will be parked. This site plan must be approved through our zoning department prior to issuance of business license.
- Property Owner authorization giving you “your business” the permission to park on their lot.

Note -you will be able to move your trailer for “special events: that you have been invited to attend and you must be on their vendor list.

Your 2021 Business License will not be renewed without meeting the above requirements.

If you have any questions regarding this matter, please contact our office at (801) 535-6444 or email: [business.license@slcgov.com](mailto:business.license@slcgov.com)

Sincerely,

Jennifer Madrigal  
City Licensing Manager  
Salt Lake City Corporation

**SALT LAKE CITY CORPORATION APPLICATION FOR NEW BUSINESS AND REGULATORY LICENSE**  
451 South State Street #225 / PO Box 145458 • Salt Lake City, UT 84114-5458 Phone (801) 535-6644

**ALL FEES ARE NON-REFUNDABLE**

**(Applications must be submitted no more than 30 days prior to your anticipated opening)**  
**-ALL information must be completed-**

Previous ID:

**A. Name of Business (dba)** \_\_\_\_\_

Has this name been registered with the State of Utah, Commerce Department?  Yes  No    Type of license:  Commercial  Home-Based  
Ownership Type:     Corporation                       Partnership                       Sole Proprietorship                       LLC

If Corporation or LLC, list Corp. /LLC name \_\_\_\_\_  
*(You must attach a copy of Certificate of Incorporation/LLC)*

**B. Business Location:** \_\_\_\_\_  
(Street Number)                                      (Suite or Space #)                                      (City)                                      (State)                                      (Zip)

Business Phone \_\_\_\_\_ Fax Number \_\_\_\_\_ Business Email \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_  
(Street Number)                                      (City)                                      (State)                                      (Zip)

**Please Note: The information provided above is considered public information and will be made available for public review.**

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**C. Primary Contact:** (Local): \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

*The primary contact will be the person contacted to arrange your city inspections. City inspections must be approved before a business license will be issued. This will also be the person contacted in the event of an emergency and Fire or Police need access to the location.*

**D. Information on:**  President     General Partner     Sole Proprietor     Officer     Other \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_  
(Street Number)                                      (City)                                      (State)                                      (Zip)

**E. Information on:**  Vice President     Partner     Member     Local Manager     Rep     Other \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_  
(Street Number)                                      (City)                                      (State)                                      (Zip)

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**F. Business Operation:** (Give a DETAILED explanation of ALL business activities): \_\_\_\_\_

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G. Anticipated Business Start Date: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

F. Federal Tax Number: \_\_\_\_\_ State Sales Tax Number: \_\_\_\_\_

This form is an application for a business license. The receipt for payment of license fees thereof does not constitute being approved to operate a business. The actual license will be issued only when all inspections are completed and signed off by the various City departments and approval is given by the Business License Office. Salt Lake City shall not be held responsible for delays in processing an incomplete application, or for property improvements and other business expenditures occurring before the license applicant receives final approval. ***To open and/or operate a business without final approval is a Class "B" misdemeanor and is subject to a \$1,000 fine and/or six month sentence.***

I, \_\_\_\_\_ hereby agree to conduct said business strictly in accordance with all Salt Lake City codes governing such business, and swear under penalty of law that the information contained herein is true and correct. I/we also understand that to falsify any information on this application is grounds for denial and/or revocation of this license and other penalties as provided by law. I/we also agree that the signature on this application constitutes waiver of confidentiality as it pertains to a background investigation, if deemed necessary.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**\*\*BUSINESS LICENSE USE ONLY\*\***

City ID Number:

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

**License Type:** (Commercial **OR** Home Based)

**Amount:**

Commercial Location

\$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Employees @ \_\_\_\_\_ ea X \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Disproportionate Fee:

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Other applicable fees:

\$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**Total Due:**

\$ \_\_\_\_\_

Keep this Box Clear

LICENSE # \_\_\_\_\_

EMERGENCY CONTACT INFORMATION

24 Hours emergency contact information is required for all commercial businesses. This information is not available to the public and is used only for Police or Fire in the event of an emergency at the business location.

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\_\_\_\_\_  
(Business Name)

24 Hour Emergency Contact Name:

Phone 1:

Phone 2:

\*It is the business's responsibility to update emergency contact information as needed.

**Please call or come into our office and speak with our staff prior to submitting your application. This will insure that your application is complete and minimize any possible delays in the issuance of your license and the opening of your business.**

**(801) 535-6644**

**Monday, Tuesday, Thursday, Friday**

**8:00 AM to 5:00 PM**

**Wednesday 9:00 AM to 5:00 PM**



Thank you for choosing Salt Lake City as a place to do business.

All commercial business license applications are required to have city inspections passed prior to a license being issued. These inspections will be assigned at time of application. Please review the following inspection instructions closely.

The following inspection departments ***will contact you within ten (10) working days***. If you have not been contacted ***after 10*** days, please call the inspection department directly to schedule your inspection.

- |    |                            |                                   |                      |
|----|----------------------------|-----------------------------------|----------------------|
| 1. | <b>Building Department</b> |                                   | <b>(801)535-7224</b> |
| 2. | <b>Fire Department</b>     | <b>New Business &amp; Alcohol</b> | <b>(801)799-4103</b> |
|    |                            | <b>Food Truck</b>                 | <b>(801)799-4164</b> |
|    |                            | <b>Vending Cart</b>               | <b>(801)799-4103</b> |

**\*IMPORTANT:** A Fire Pre-Inspection Worksheet will be provided at time of application. You ***must*** have this worksheet completed and available for your Fire Inspector at time of inspection. ***The Fire Department Pre-Inspection check list, along with other business license forms, can also be downloaded at:***

<http://www.slcgov.com/business-licensing/forms>

- |    |   |                           |                       |
|----|---|---------------------------|-----------------------|
| 3  | <b>Zoning Department</b>                        |                           | <b>(801) 535-7700</b> |
|    | * No contact required. Call for questions only. |                           |                       |
| 4. | <b>Health Department</b>                        | Non-Food Related          | <b>(385) 468-3835</b> |
|    |   | Bureau of Food Protection | <b>(385) 468-3845</b> |
|    |   | Department of Agriculture | <b>(801) 538-7144</b> |

Contact the Health Department to arrange for your health inspection any time after making your application.

**Freight Parking Permit:** Vehicle inspections for Freight Parking permits are conducted at the Compliance Division. Call (801) 535-6584 to schedule an appointment.

**Transportation Businesses:** In addition to your business license, you must also be registered with the Department of Ground Transportation (801) 908-7204.

You can check inspection progress at: [www.slcgov.com](http://www.slcgov.com) (In the lower left corner under "My Quick Links" you will see a link for the "Citizen Access Portal"). On the portal select "**Check/Renew Licenses**". Input your entire application number and click Search.

*\*For questions, please call our office at (801) 535-6644 or email: [business.license@slcgov.com](mailto:business.license@slcgov.com)*

Updated 1/20/2021