

**SALT**

**LAKE**

**CITY**

**FOOD**

**TRUCK**

**GUIDE**

## Salt Lake County Checklist

### Steps to Obtaining a Permit to Operate a Food Truck<sup>i</sup>

Steps can be done concurrently!

- Attend a certified manager course and/or Food Handler class.
- Obtain a signed commissary agreement from the commissary owner.
- Register with the State of Utah Department of Commerce.
- Apply with City Business Licensing.
- Fill out Food Cart Mobile Unit Plan Review application.
- Fill out food flow charts for every menu item to be served.
- Fill out Permit Application.
- Obtain a Restroom Agreement signed by property owner (not needed for mobile trucks).
- Submit Commissary Agreement for approval to Salt Lake County Health Department.
- After Commissary Agreement has been approved submit the following to Salt Lake County Health Department:
  - Truck/trailer registration if applicable
  - Vending route if applicable
  - Completed Food Cart Mobile Unit Plan Review application
  - Completed Food Flow Charts
  - Restroom agreement signed by property owner (not needed for mobile trucks)
  - Completed Permit Application
  - All applicable fees

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<sup>i</sup> <http://www.slcdocs.com/ed/Salt%20Lake%20County%20Food%20Truck%20Booklet.pdf>

# Salt Lake City Checklist

## Steps to Obtaining a Business License to Operate a Food Truck

Salt Lake City business licenses can be obtained concurrently with Salt Lake County steps!

### Mobile Food Truck Business License Application

Primary Food Truck Business License usually with the City where the commissary is located.

- Salt Lake City Application for Business License
- Copy of all necessary licenses or permits required by state or local health and transportation authorities
- Certificate of Insurance (must show Salt Lake City as additional insured, or provide a signed statement holding the city harmless from liability per 5.69. SLC Code. See ordinance for additional insurance requirements).
- Where applicable, written permission for use of private property from property owner
- Proof of State Tax Identification for Salt Lake City
- Copy of a valid driver's license for each driver

### **Inspection Contact Information**

- Health Inspection with Salt Lake County Health Department (385) 468-4100
- Fire Inspection (801) 799-4119
- Final Truck Inspection & Issue License Decal
  - [Marci.Jacobson@slcgov.com](mailto:Marci.Jacobson@slcgov.com) (801) 535-6432
  - [Jorge.Morales@slcgov.com](mailto:Jorge.Morales@slcgov.com) (801) 535-7220

### Reciprocal Based Mobile Food Truck Business Application

Needed to operate in Salt Lake City if already licensed in another city in Utah

- Salt Lake City Application for Business License
- Where applicable, written permission for use of private property from property owner
- Copy of all necessary licenses or permits required by state or local health.
  - Current City Business License within the State of Utah
  - Current Health Department Food Truck/Trailer Permit from local Health Department within the State of Utah
  - Current approval of a City within the State, that shows the Food Truck/Trailer passed a Fire safety inspection in accordance to Subsection 11-55-104(4)(a).

## Salt Lake City's Listed Commissaries with Salt Lake County<sup>i</sup>

|                                        |                      |
|----------------------------------------|----------------------|
| Apollo Burgers (Commissary)            | 940 W 1700 S         |
| Brio Coffee Biology/Commissary         | 259 S 1400 E         |
| Church and State (Commissary)          | 370 S 300 E          |
| Costa Vida Commissary                  | 2180 S 300 W         |
| On Time Commissary                     | 1051 S 300 W         |
| Squatters Pub Airport (Commissary)     | 751 W 800 S          |
| Ashikat Kitchen/Commissary             | 751 W 800 S          |
| Chile Verde Commissary                 | 65 E Kensington Ave  |
| Taqueria El Angel Commissary           | 877 W 400 S          |
| Habanero Commissary                    | 616 S 500 W          |
| Smith memorial Building/Commissary     | 15 E South Temple St |
| El Jaripeo Grill Restaurant/Commissary | 1259 S Redwood Rd    |
| Memos Fruits Commissary                | 1899 S Redwood Rd    |
| Square Kitchen Commissary              | 751 W 800 S          |
| Brazilians Food Festival/Commissary    | 5927 S State St      |
| Community Pioneer Breakfast Commissary | 1700 S 500 E         |
| Delices Express/Commissary             | 2163 S Richard St    |
| Makiko Hirota/Commissary               | 100 S 200-300W       |
| Millcreek Coffee Roaster – Commissary  | 651 S Main St        |
| Normal Ice Cream – Commissary          | 502 E 600 S          |
| Polynesian Eats/Commissary             | 945 W Folsom Ave     |
| Sonoran Grill @ Sergios Commissary     | 900 W 100 S          |
| Utah Tibetan Association/Commissary    | 450 S 200 E          |
| Com Com Kitchen                        | 67 W 1700 S          |

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<sup>i</sup> <https://slco.org/health/inspection-reports/>

## City Food Truck Key Points<sup>i</sup>

- Mobile food truck vehicles (**NO TRAILERS**) are allowed to operate in the public right-of-way only within the, M-1, M-2, D-1, D-2, D-3, D-4, G-MU, in accordance with [5.69](#).
- A current Salt Lake City Business License is required for all mobile food businesses operating within Salt Lake City and separate fees are required for each vehicle.
- A background check is required on owner/driver(s).
- A certificate of insurance as set forth in section 63-30-34 of Utah Code.
- All vehicles must meet all Salt Lake Valley Health Department requirements.
- No professional or personal services shall be provided from the mobile business.
- Does not apply to vending carts or mobile ice cream vendors.
- Are allowed to operate on private property only in certain zones with written permission of the property owner and cannot exceed more than 12 hours during any 24 hour period.
- Are allowed to operate in the public right of way only as allowed by ordinance and must obey all parking and traffic regulations as stated in [Title 12](#) of the Salt Lake City Code.
- When operating in the public right of way the vending window must face the sidewalk unless special permission is received from the Transportation Division.
- Business activity is to be temporary and the mobile food truck may not park at one location in the public right of way for more than two (2) hours unless a permit is received from the Transportation Division and cannot exceed more than 12 hours during any 24 hour period.
- All materials generated from the business must be disposed of properly. Trash and recycling containers shall be provided for use of their patrons.
- The area around the business must be maintained in a clean and attractive condition.
- Only one vehicle operating in the public right of way is allow within the same block face at one time.
- No vehicle shall operate within one hundred feet (100') on the same liner block face to the door of a restaurant or other food vendor without a waiver.
- All enclosures or canopy extensions must not project into the public right of way unless authorized by the Transportation Division.
- All signs must be physically attached to the vehicle unless authorized by ordinance.

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<sup>i</sup> <https://www.slc.gov/Finance/business-licensing/license-information/mobile-food-business/>

## References and Helpful Links

[Salt Lake County Food Truck Guide](#)

[State of Utah S.B. 250 2017 Food Truck Licensing and Registration](#)

[Utah Administrative Food Truck Code R392-100](#)

## Contacts

### Salt Lake City Economic Development

City & County Building  
451 South State Street  
Room 118  
Salt Lake City, UT 84111  
Phone: (801) 535-7200  
E-Mail: [ed@slcgov.com](mailto:ed@slcgov.com)

Roberta Reichgelt  
Local Business & Entrepreneurship Manager  
[Roberta.Reichgelt@slcgov.com](mailto:Roberta.Reichgelt@slcgov.com)  
(801) 535-7694

Will Wright  
Project Coordinator  
[William.wright@slcgov.com](mailto:William.wright@slcgov.com)  
(801) 535-7936

### **Salt Lake City Food Truck Inspectors**

Fire Inspection  
(801) 799-4164

Marci Jacobson  
[Marci.Jacobson@slcgov.com](mailto:Marci.Jacobson@slcgov.com)  
(801) 535-6432

Jorge Morales  
[Jorge.Morales@slcgov.com](mailto:Jorge.Morales@slcgov.com)  
(801) 535-7220

### Salt Lake City Business Licensing

City & County Building  
451 South State Street  
Room 225  
Salt Lake City, UT 84111  
Phone: (801) 535-7224

### Salt Lake County Health Department

788 East Woodoak Lane (5380 S)  
Murray, UT 84107  
Phone: (385) 468-3845

### State of Utah Department of Commerce

Heber M. Wells Building  
160 E 300 S  
Salt Lake City, Utah 84111  
Mailing Address  
SM Box 146701  
Salt Lake City, UT 84114-6701  
Phone: (801) 530-6701  
E-Mail: [commerce@utah.gov](mailto:commerce@utah.gov)