Mobile Food Vendor Application

Please read and complete the entire application before a permit will be issued.
Return the completed form to the City Office
201 S. Elm, PO Box 149, Whitewater, KS 67154
or cityclerk@whitewaterks.gov
Please make check payable to City of Whitewater.

Application Information:

Applicant Name: _____ Contact Name (if different): _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Business Name: _____ DBA Name: _____

KS Sales Tax Number: _____ KS Food Establishment Number: _____

Business Mailing Address: _____

Business Phone: _____ Business Email: _____

Vehicle Type: _____ Make: _____ Model: _____

Vehicle Color: _____ License Plate #: _____

Driver's License Number: _____ *please include photo of Mobile Food Unit

APPLICATION MUST INCLUDE:

____ Valid Driver's License of any employee operating company vehicle

____ Proof of Liability Insurance (min. $500,000)

____ Valid Food Establishment License

____ Written consent of nearby business/ property owner & Site Plan

____ Copy of valid KS Sales Tax Number

____ Menu - brief description of food and/or beverage to be offered.

____ Completed top portion of this application

____ Proposed dates for sales

____ Disclosure of any permit revocations in the past 2 years.

____ Photo of Food Unit & Vehicle Tag

____ Permit fee payment

____ Applicant signature

I acknowledge that I have read and understand the rules and regulations provided with this application. As a mobile food vendor/operator, I agree to comply with all applicable requirements. I understand that any violation of these rules and regulations may result in a warning and/or revocation of my permit by an authorized city designee. I certify that the information provided in this application is complete and accurate to the best of my knowledge.

_____ _____

(Name and Signature of Applicant) *(Date of Application)*

CITY OF WHITEWATER
MOBILE FOOD VENDOR RULES & REGULATIONS

PERMIT REQUIREMENT
All mobile food vendors must have a valid permit before operating within Whitewater city limits.

PERMIT FEES
Annual Permit: $50
(January 1–December 31, non-refundable)
Event/Daily Permit: $25

HOW TO APPLY
Submit an application to the City Clerk with:
- Full legal name and contact information
- Photo ID
- Kansas sales tax number & certificate
- Proposed Site Plan, w/ approvals
- Description of food/drink offered
- Photo and plate number of the food unit
- State food service license (if available)
- Proof of $500,000+ liability insurance
- Disclosure of any permit revocation in past 2 years
- Applicant signature

PERMIT APPROVAL
The City Clerk will approve or deny within 10 days
You'll receive written notice if denied (with appeal rights)

DISPLAY & TRANSFER
- The permit must be clearly displayed on the food unit
- Permits are non-transferable

WHERE YOU CAN OPERATE
- Only on commercial, industrial, or public use zones
- Written permission from the property owner is required

No vending:
- From public sidewalks/rights-of-way (unless part of a city-approved event)
- On vacant lots (unless city-approved sketch plan is in place)

TIME & UNIT LIMITS
- Operating hours: 6:00 AM – 10:00 PM
- No more than 2 food units per property
- City-approved Sketch Plans may allow expanded activity

FOOD UNIT STANDARDS
- Must be in good, movable condition
- Clean and well-maintained exterior
- Proper utility hookups (if not self-contained)
- Only one portable sign per unit during operating hours

VIOLATIONS & REVOCATIONS
Permit may be revoked for:
- Fraud or misrepresentation
- Safety or zoning violations
- Public disturbances
- Operating without required approvals

Penalty: Fines between $500–$1,000 for unpermitted vending

APPEALS
Applicants can appeal any denial or revocation in writing within 14 days to the City Governing Body.

EXEMPTIONS
No permit required for:
- Vendors selling at the **Farm & Craft Market***
- **Fred Fest** vendors*
- **City-approved** event participants*
- Mobile ice cream vendors

Only vendors approved by the designated event coordinators are permitted to vend during these events.

Site Plan

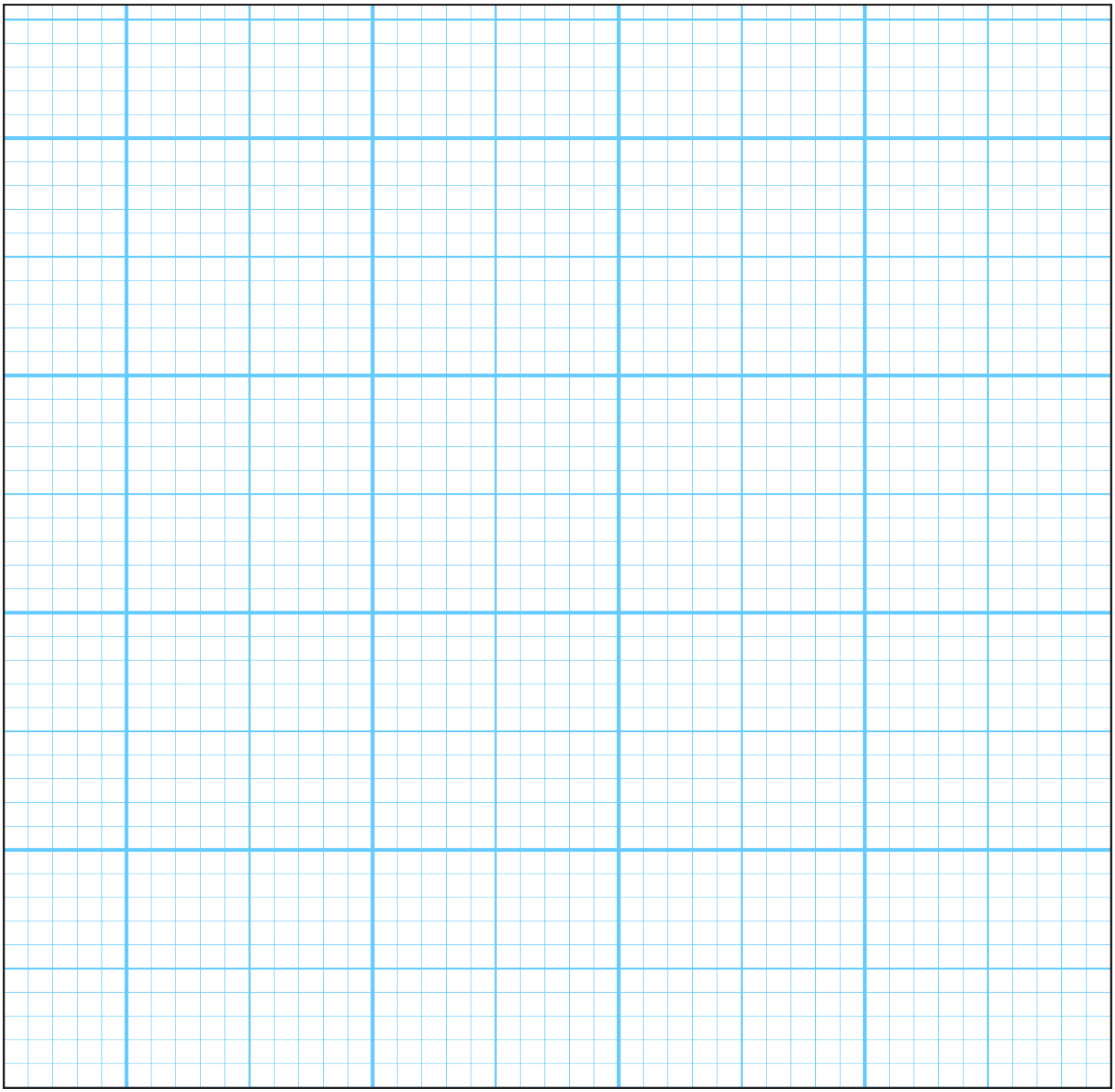
Please provide a detailed layout of your proposed setup, **clearly identifying the location and orientation of the mobile food unit**. Be sure to **mark any nearby businesses, roadways, alleys, and sidewalks**, as well as **indicate which direction the service window or main setup will face**. Include the **number of parking stalls that will be used, the placement of any signage**, and **any additional areas on the property that will be utilized**, **such as seating or trash disposal**. Your site plan should also **demonstrate the proper flow of traffic and ensure clear and safe pedestrian access along sidewalks**. Accuracy and clarity in your submission will help ensure a smooth approval process.

Owner of Stand: _____ cell: _____

Operator of Stand: _____ cell: _____

Nearby Business or Property Owner: _____ cell: _____

Business/Property Owner's Signature: _____ date: _____



Approved by: _____ Date: _____ Permit # _____