

HOW TO BECOME AN APPROVED MOBILE FOOD VENDOR (FOOD TRUCK/ FOOD CART) & HAVE VENDING UNIT ADDED TO APPROVED VENDOR LIST

>>> Application reviews **do not** commence (obtain place in queue for review) until a **completed** application is submitted (all required documents received). Review of complete vendor applications can take up to **10 business days**; complete applications are reviewed in the order in which they are received. <<<

#1 City of Edmonton Business Licence - City Requirement

A business licence with the City of Edmonton for Food Trucks/ Food Carts is required for all mobile food vendors. You can apply for an [online business licence application](#). Please note, business licensing is not managed by the Vending program; we cannot process or review business licence applications. Business licence applications are only accepted if submitted online. >>>A Business Licence for Food Truck/ Food Cart **does not** provide the right to vend on City property without first obtaining a vending permit.<<<

#2 Certificate of Insurance (COI) - City Requirement

Valid Commercial General Liability Insurance Certificate not less than \$2,000,000.00 (two million dollars) coverage against bodily injury, personal injury, products and completed operations, and property damage including loss of use thereof. The City of Edmonton must be listed as **Additional Insured**. The certificate of insurance must be endorsed to provide the City of Edmonton with a **30-day** advance written notice of cancellation.

Must include Automobile and/or Non-owned Automobile Liability Insurance on all vehicles owned, operated or licenced in the use or operation of mobile food vending in an amount no less than \$2,000,000.00 (two million dollars)

Address for the COI:

City of Edmonton
4th Floor, Chancery Hall
3 Sir Winston Churchill Square
Edmonton AB T5J 2C3

Please **do not** submit Insurance Policy Docs or Pink Insurance Slips for your vehicle - these will not be reviewed. The Certificate of Insurance meeting the above requirements is the only acceptable proof of insurance.

Vehicle Registration - Provincial Requirement

Food Trucks are required to submit valid **Commercial** Vehicle Registration and Food Trailer/Food Carts must submit **two** registrations, one for the food trailer/food cart and one for the support/tow vehicle.

[Registering a vehicle in Alberta](#)

[Registering a commercial vehicle](#)

AHS Food Handling Permit for Mobile Vending - Provincial Requirement

Food Handling Permits are issued by **Alberta Health Services** (AHS), not the City of Edmonton. AHS has specific definitions for [Mobile Food Vending Units](#). [AHS Food Handling Permit Application](#) Please **do not** submit these to our program. AHS Food Handling Permit applications must be submitted to AHS for review and approval.

Contact: 780-735-1763 or foodpermits.edmontonzone@ahs.ca

Safety & Fire Declaration Forms - Provincial Requirement

The City requires all mobile food vendors to submit declaration forms to ensure conformance to the Provincial [STANDATA](#) requirements that food trucks / food carts must abide by. The City **does not** inspect vendor units, incomplete declaration forms will not be accepted and all submitted forms are subject to audit. All relevant declaration forms expire yearly.

All food vendors are required to submit completed City of Edmonton Declaration Forms for their vending unit:

- [Electrical](#)
- [Fire](#)
- [Plumbing and Gas](#)
- [Ventilation](#)

If equipment has not been installed or is not part of the set up of the vending unit, the inspector is required to mark "Not Applicable (N/A)" and sign off on this.

Vending Unit Info - Ties City & Provincial Requirements Together

Four colour photos of each side of the vending unit, including either combined or separate pictures of any tow/support vehicles as applicable, must be provided. These pictures must be clear and include a picture of the licence plate(s) and vendor decals. Vendors are not permitted to use decals or re-name vending units without first obtaining approvals from the program.

The total length of the vending unit and weight must be provided. For vending trailers this is the total length of both the trailer and truck hooked up. Schematic diagrams of vending units may be required and must be provided upon request.

>>> Vendor documents and associated expiry dates are the responsibility of the vendor to manage <<<