



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: \$400

(January 1–December 31, non-refundable)

Weekly Permit: \$100

(7 consecutive days)

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: _____

The grid is composed of 20 columns and 20 rows of small squares. A 2x2 block of larger squares is centered within the grid, spanning from column 6 to column 14 and row 6 to row 14. This larger grid is used for drawing a detailed site plan, including the location and orientation of the mobile food unit, nearby businesses, roadways, alleys, sidewalks, parking stalls, signage, seating, trash disposal, and traffic flow.

Approved by: _____ Date: _____ Permit # _____