

# SITKA POLICE DEPARTMENT

CITY AND BOROUGH OF SITKA  
A COAST GUARD CITY

304 Lake Street, Suite 102 | Sitka, Alaska 99835  
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## Non-Motorized Food Cart Application Checklist

Please submit the application to the Multi Services Officer at the Sitka Police Department. Applications will not be accepted for review unless it contains all the following requirements:

- A completed CBS application for non-motorized food cart permit with the non-refundable application fee of \$50 (additional \$100 late fee if complete application turned in after April 30)
- DEC Food Establishment Permit
- DEC approved Commissary Letter
- Proof of a current State of Alaska business license
- Proof of current Food Protection Manager certification
- Proof of current State of Alaska food handling permit
- Proof of a commercial general liability insurance policy with a minimum one million dollar combined single limit that names the City and Borough of Sitka as an additional insured.
- Detailed listing of the routes and locations proposed to be utilized each day for approval.
- Proof of non-indebtedness with all City and Borough of Sitka accounts.
- **Permits are valid for two years, but the cart must be inspected every year by April 30 to remain active.**



## Application for Non-Motorized Food Cart Permit

City and Borough of Sitka  
Sitka Police Department



Permit ID: \_\_\_\_\_

**GENERAL INFORMATION** (All applicants complete entire section – please print).

**Purpose** (check one)     New     Information Change     Change of owner/operator     Reactivate

<b>Owner/Business Information</b>	Name of Entity or Owner Responsible for Food Service			AK Business License #	
	Business/Corporate Mailing Address		City	State	Zip
	Business/Corporate Phone		Email		
	Owner(s) or Corporate Officer(s) & Title(s) or Responsible Party			Phone	
	<b>Type of Entity</b> <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Other:				
<b>Business Contact Information</b>	Name				
	Mailing Address		City	State	Zip
	Phone	Fax		Contact Person	
	Physical Address		City	State	Zip

a. Proof of commercial general liability insurance policy attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the unit meet the guidelines and standards for a non-motorized food cart? <i>Inspection required at time of permit application.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Litter receptacles no smaller than 32 gallons available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Compliance with sales tax and all other local tax laws in order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Detailed listing of routes proposed to be utilized each day for vending attached? <i>Attach separate page detailing the list of routes proposed. If not provided, permit application may be denied.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What type of food are you serving?		
g. Will another permitted food establishment (commissary) provide support to your facility? If yes, attach a copy of the Commissary Letter of Agreement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have you attached a copy of the Food Manager's Certification? <i>The operator of a food establishment that serves and prepares unwrapped or unpackaged food, except for a bar, tavern, or limited food service, must have at least one Certified Food Protection Manager who is involved in the daily operations of the establishment.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
i. Does everyone who works or will work at the food establishment have a Food Worker Card? <i>An operator of a food establishment shall keep on file a copy of the Food Worker Card issued by the department for each employed food worker and make the copy available to the Department upon request.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
j. Enter the width and length of the food cart used for the business: Length: _____ ft. _____ in. Width: _____ ft. _____ in.		

**I declare, under penalty of unsworn falsification, that this application (including any accompanying statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete meeting the requirements of SGC 6.20.015. I agree to pay all fees before operating.**

Applicant's Signature	Date
Applicant's Printed Name	Title

Please allow two weeks for review and processing of the permit application including a physical inspection of the food cart.

**Application for Non-Motorized Food Cart Permit  
Food Cart Inspection Sheet**

Name of Business: _____			
Official Use Only:			
Application Date Received: _____ Date Reviewed: _____ By: _____			
Permit ID Number Issued: _____	Permit Approved:	Fees Paid:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proof of commercial general liability insurance policy.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proof of non-indebtedness to CBS. Compliance with sales tax account and utility accounts.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Detailed listing of routes proposed to be utilized each day for vending.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Commissary Letter of Agreement.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Food Manager's Certification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Food Worker Card.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Food Cart Inspection: Date: _____ By: _____			
Does the unit meet the guidelines and standards for a non-motorized food cart?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Food Cart Size	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Alaska Business License (Displayed)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Current DEC FN-2 Mobile Food Service Permit (Displayed)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Current Food Handler Permit (Displayed)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Current Non-Motorized Food Cart Permit (Displayed)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Litter receptacles no smaller than 32 gallons available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Tent size	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Hand wash station	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Table no larger than 2 feet by 4 feet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sign size no larger than 2 feet by 4 feet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Non-Motorized Food Cart Route Detail



Name of Business/Owner:

Be specific on route locations. Changes to the approved routes must be submitted to the Police Department two weeks prior to making the change. Attach additional sheets as needed.

Month:	Official Use Only: Date Received: _____ Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Month:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Month:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Month:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday



**City and Borough of Sitka  
Account Status Verification Form**

Name of Business or Owner:

To be eligible for any permit or license, the business or representative owner must be current and in good standing without any indebtedness to all City and Borough of Sitka accounts including electric, utilities, and sales tax accounts. Take this form to the appropriate City department for verification that the business or representative owner's accounts are current and in good standing.

**SALES TAX**

I confirm that the above-named applicant has an active sales tax account with the City and Borough of Sitka and the account is in good standing.

\_\_\_\_\_  
Sales Tax Employee Printed Name

\_\_\_\_\_  
Employee Signature and Stamp

\_\_\_\_\_  
Date

**ELECTRIC, UTILITIES, AND HARBOR**

I confirm that the above-named applicant is in good standing with the City and Borough of Sitka Electric, Utilities, and Harbor Departments.

\_\_\_\_\_  
Utilities Employee Printed Name

\_\_\_\_\_  
Employee Signature and Stamp

\_\_\_\_\_  
Date



## Mobile Food Unit – Guidance Sheet

Mobile food units are popular in Alaska. As they are kitchens on wheels, they must have the essentials to prepare and serve food safely. These guidelines are to help you understand what is needed to qualify for a Non-Motorized Food Cart (NMFC) permit which is required to operate on municipal streets and sidewalks. The yearly permit is valid for the period from May 1<sup>st</sup> of each calendar year through April 30<sup>th</sup> of the following year. The cost of the permit is \$50.00 and expires on the date indicated. The NMFC permit or any rights or privileges, may not be transferred. Signing the permit application acts as an acknowledgement that the entity or applicant agrees to be bound by all terms and conditions and provisions as set forth in SGC 6.20.015 and such additional terms and conditions as may be set forth in this permit.

A Non-Motorized Food Cart also known as a “mobile food unit” is defined as a pushcart that is designed so foods are served from the exterior of the pushcart. Generally, the push carts will be three feet by six feet in size and capable of easily being moved with one or two people. The pushcart operates out of an approved commissary and that has a menu that is usually restricted to service of a specific food.

### **Mobile food unit basic requirements are as follows:**

- A completed CBS application for non-motorized food cart permit
- DEC Food Establishment Permit
- DEC approved Commissary Letter
- Proof of a current State of Alaska business license is required.
- Proof of a current State of Alaska food handling permit is required.
- Approved DEC Commissary Letter of Agreement.
- Approved DEC Food Establishment Permit or Approved DEC Temporary Food Service Permit.
- Proof of a commercial general liability insurance policy with a minimum one million dollar combined single limit that names the City and Borough of Sitka as an additional insured party shall be provided.
- Submit a detailed listing of the routes proposed to be utilized each day for approval.
- Hand sink – a sink dedicated for handwashing only.
- Trash can – minimum 32 gallons
- Must remain in compliance with sales tax and all other local tax laws in order to retain their permits.

### **DEFINITIONS:**

**Commissary** means a permitted food establishment where support services are provided to one or more caterers, vending machines, mobile food units, or temporary food establishments; these support services may include:

1. Food preparation, handling, packaging, or storage.
2. Storage of utensils, including single-service items, or supplies.
3. Washing, rinsing, and sanitizing of equipment and utensils.
4. Storage of a mobile food unit when the unit is not in use.
5. Cleaning of a mobile food unit.
6. Supplying potable water or dumping wastewater.

**Mobile Food Unit or Pushcart** means a wheeled, non-motorized mobile food unit, manually movable by one or two persons that:

1. Is no more than three (3) feet wide and six (6) feet long.
2. Is capable of easily moving daily.
3. Operates out of a commissary.
4. Has a menu restricted to service of department approved specific foods.
5. Contains on or within the cart sufficient food, utensils, paper products, cleaning supplies, potable water supply, and wastewater holding capacity necessary for operating daily; and
6. May use two additional ice chests placed immediately adjacent to the street pushcart.

### **Mobile Food Units**

In addition to the other requirements, the operator of a pushcart shall ensure:

1. The name of the food cart and the permit number as printed on the permit are provided on the main customer service side of the pushcart, in at least three-inch-high letters and numbers.
2. Sufficient food, utensils, paper products, cleaning supplies necessary for daily operations are contained on or within the cart, except the operator of the pushcart may provide two additional ice chests.
3. A pushcart is limited to preparing and serving ready-to-eat foods.
4. A two-foot by four-foot folding table.
5. Pre-preparation of food, including washing, slicing, peeling, cutting, and assembly, occurs at the commissary.
6. Pushcarts shall return each day to an approved commissary for cleaning the unit, equipment, utensils, and restocking food and supplies.
7. Ice chests shall be drained, washed, and rinsed after each day's operation.
8. Shall provide approved and adequate hand washing, this shall include, at a minimum:
  - a) A container with a minimum capacity of five gallons, equipped with a faucet-type spigot, and filled with water.
  - b) A container to catch wastewater from hand washing; and
  - c) Soap and single-service towels.

### **General Regulations:**

1. On non-street closure days signs, coolers, tents may not impact the flow of pedestrian traffic on municipal sidewalks.
2. Pushcarts may only operate in pre-approved areas and may not vend within 50 feet of an intersection.
3. The vender will operate only at locations and routes as approved on the detailed listing of routes and locations as submitted with the permit application. Locations are first come first use. If another vender sets up operation in the approved location which is not listed on their detailed routes listing, the second vender will be required to cease operations.
4. Permits must be obtained in person by the registered owner of the business.
5. The vender must make an appointment with the Sitka PD Multi-Service Officer for an inspection of the pushcart identified on the permit application. The pushcart must be present at the police department for the inspection.
6. Violations of these rules and SGC 6.20.015 can result in fines, revocation or termination of the permit. Violations will result in fines per SGC 9.10.010.

**Review Special Rules for Lincoln Street Closure – Attached**

**Review Frequently Asked Questions (FAQ) - Attached**



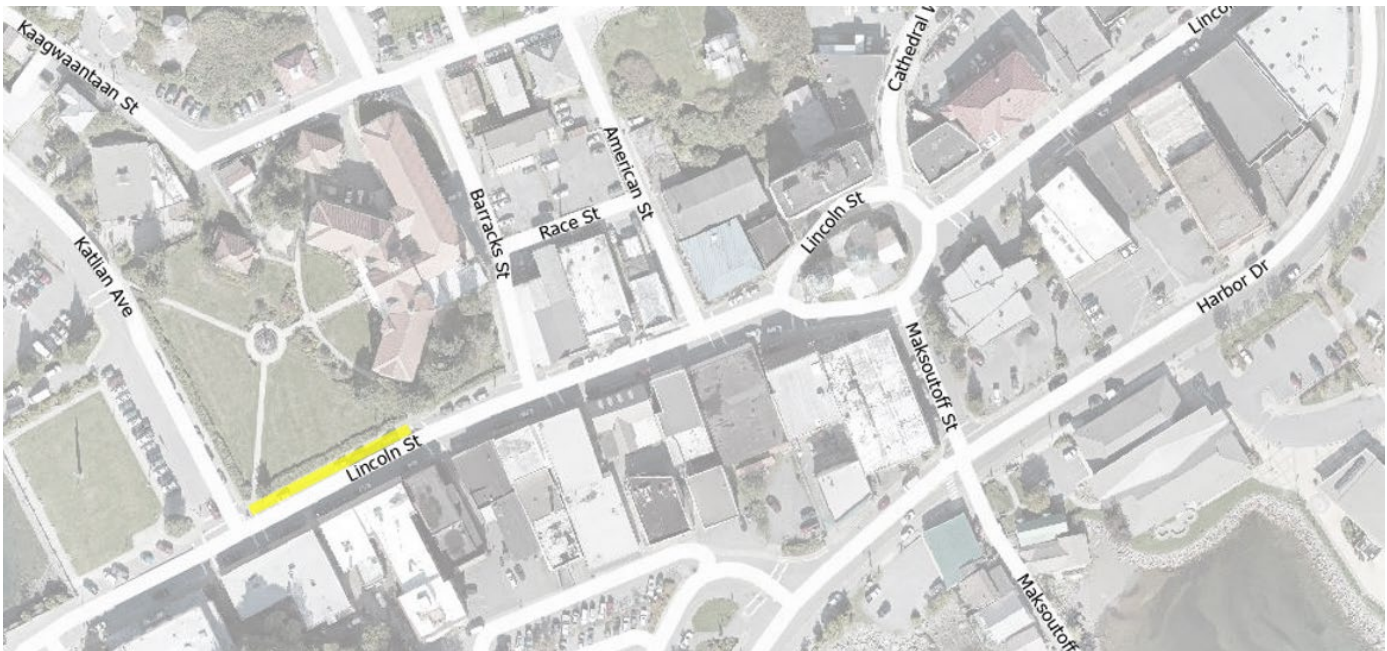
## SPECIAL RULES DURING LINCOLN STREET CLOSURE



1. Only the designated area may be used for on-street vending during closures.
  - a. Individual vending spaces will be designated via paint demarcations on the sidewalk curb and numbered 1-14. Each space is a 10' x 10' area. Operations including storage of supplies or equipment will not be allowed outside of the designated spaces.
  - b. Vending spaces are available to permittees on a first come, first served basis.
  - c. Permittees are limited to use of 1 vending space.
2. Carts must not be on the street prior to 9:00 AM on closure days. Any vehicles utilized to transport the cart or supplies must be out of the closure area prior to 9:30 AM.
3. Vending activity must cease upon street reopening. Carts must be removed from the street within 30 minutes of street reopening.
4. On-street vending is not allowed outside of the closure hours or closure area.
5. Lincoln Street will be closed to vehicular traffic on days with 4,000 or more cruise passengers from 10AM to 4PM. No parking begins at 9AM on closure days.
6. Closure dates can be viewed at the following link:  
<https://www.cityofsitka.com/departments/PlanningCommunityDevelopment>
7. Equipment is limited to the permitted cart, a trash can, and two coolers no larger than 110 quarts each for food and/or beverage storage.
  - a. Permittees may utilize a tent no larger than 10' x 10' in size. Tents may not have signage, banners, or other objects hanging from them. Tents must be appropriately weighed down to prevent tipping or movement due to wind; ropes or any other tools/equipment used to secure the tent may not extend beyond the vending space or present a tripping hazard. May have one table no larger than 2' x 4' in size.
  - b. Any signage must be affixed to the cart. If a sign is affixed to the cart, it shall not have flashing or strobing lights. Changing message signs where the message changes more frequently than every three minutes is also prohibited.
  - c. While unlikely, there is a possibility that emergency services may need to bring response vehicles or equipment into the closure area. All equipment should be of a size and weight that can be moved quickly to make space for emergency services.
8. No music or voice amplification can be utilized.
9. No distribution of handbills, flyers, or leaflets is allowed.
10. No generators, exposed flames, or hot oil fryers are allowed.
11. All permit holders must provide trash receptacles (minimum size 32 gallons) and keep the area within a 20-foot radius of the vending space free of food debris or any other waste generated as a result of vending activities. Violations will result in fines per SGC 9.10.010.
  - a. If there is waste in the vicinity of the cart for prolonged periods (1 hour or more) or left behind after the cart is removed, a \$100 fine will be charged to the permittee for a first-time offense. Further offenses will be fined \$250 per offense. Multiple offenses may result in permit revocation.
  - b. Permit holders are responsible for disposing of waste appropriately daily. Waste shall not be disposed of in municipal trash cans on streets, sidewalks, at the harbors, or other at other such municipal sites; waste should be disposed at the transfer station or in a garbage container provided by the municipality's solid waste contractor and associated with the permittees solid waste utility service. Improper waste disposal will be subject to fines per SGC 9.08.030 and may result in permit revocation.
12. Closure dates are subject to change. It is the responsibility of permit holders to keep abreast of the closure schedule.



13. Closure times are subject to change as the season progresses. If changed, these operating rules will be updated to reflect the new hours and permittees will be provided with the updated operating rules.
14. On-street vending will not be allowed on July 4, Independence Day, or any other special events. Venders must apply for a separate special events permit to participate in these other activities.
15. All permit holders are expected to conduct business in a way that is respectful to other permit holders, downtown businesses and organizations, street closure support staff, and pedestrians. Reports of aggressive, confrontational, or unreasonably disruptive behavior and/or sales tactics will be grounds for permit revocation.
16. If there are any changes to the operating rules, permit holders will be contacted to review and sign the most up to date Special Rules. A signed copy of the most up-to-date Special Rules must be on file with the Sitka Police Department to retain the permit.
17. Those with an approved Non-Motorized Food Cart Permit must operate in the designated area during street closures subject to the operating rules as defined in this document; the designated area is the west-bound parking lane of Lincoln Street between the crosswalk and the Katlian intersection in the vending areas marked 1-14, depicted below.
18. A 10' x 10' operating footprint shall be the maximum vending space per permittee. Spaces are not exclusive or guaranteed to any permittee; spaces are available on a first come, first served basis, or in the case of a special event specifically assigned.



By signing below, I confirm that I have read, understood, and agree to follow the Special Rules During Lincoln Street Closure. I understand that failure to follow the operating rules will result in the revocation of my Non-Motorized Food Cart Permit. Failure to sign will result in permit revocation or denial.

\_\_\_\_\_  
Authorized Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



## Non-Motorized Food Cart FAQ's



- **When do I need a non-motorized food cart permit?** Any time you operate on city property.
- **Do I need other permits to operate?** Yes, fulfil all requirements from DEC, Division of Environmental Health, food safety sanitation program permit pursuant to Alaska code 18AAC 30.31.
- **What other requirements are there to operate a food cart?** A state business license, city tax account, proof of no indebtedness to the city, proof of commercial business insurance with City of Sitka listed as an additional insured party, proof of DEC permit. All of which must be provided annually by May 1<sup>st</sup> of the year to be operated in.
- **Do I need to be a Certified Food Protection Manager?** Yes, you may complete this process at: [dec.alaska.gov/eh/fss/food/retail](http://dec.alaska.gov/eh/fss/food/retail)
- **Do I need a Food worker card?** Yes, every employee must have one, you may complete this process at: [dec.alaska.gov/eh/fss/food/retail](http://dec.alaska.gov/eh/fss/food/retail)
- **What is a non-motorized food cart?** Alaska State definition is a pushcart that is a wheeled non-motorized food unit which is movable by one or two persons.
- **How long is the food cart permit valid?** A food cart permit is valid for two years from May 1<sup>st</sup> of the year permitted to April 30<sup>th</sup> of the second year. Food carts must be inspected each year by April 30<sup>th</sup> for the permit to remain valid.
- **When should I apply for a food cart permit?** As soon as you have all the documents, and your application is completely filled out. No later than April 15<sup>th</sup> of the year you are applying for as your application could be delayed. A one hundred (\$100.00) dollar processing fee will be applied to any permit applications submitted after May 1<sup>st</sup>.
- **What are the size limitations of a food cart?** Approximately three feet wide by six feet long.
- **May I have attachments to the food cart?** You may have a sign attached to your food cart. Nothing else.
- **What must it contain?** A pushcart must contain on or within the cart: sufficient food, paper supplies, utensils, cleaning supplies, potable water supplies and wastewater holding capacity for daily operations.

- **What additional items are allowed?** Two ice chests no larger than 110 quarts, a folding table no larger than two feet by four feet, a tent no larger than 10 feet by 10 feet which may not obstruct pedestrian pathways.
- **Where can I get my food cart inspected?** Consult your local DEC Environmental health officer. When the DEC inspection is complete schedule an appointment with the police department for an inspection by the MSO.
- **Can I operate a Mobile Food Units such as self-contained food trailers or motorized food trucks on City property?** No, these units must be registered with the DMV and require a separate set of permits from DEC and can only be operated on private property.
- **Where can I place my food cart?** Food carts may not obstruct pedestrian pathways.
- **Can I place my food cart at an intersection?** No, they must be at least 50 feet from an intersection.
- **May I set up any portion of my operation in a street?** No, unless it is a closure day and only in designated areas.
- **May I place billboard signs outside of the confines of my food cart?** No.
- **May I operate in a green-belt, park, tendering facilities, and adjoining parking lots?** No.
- **Can I throw my trash in city trash receptacles?** No, you must have your own garbage container, no smaller than 32 gal. which you may dispose of at the city transfer station. Failure to remove trash properly will result in fines per SGC 9.10.010.
- **May I operate during special events with this permit?** No, you must obtain a separate special events permit.
- **May I cook on an open flame?** No, it must be contained within the unit.
- **May I use an oil fryer?** No, use of hot oils in vats, pots is not permitted.
- **What if I have my cart on private property and sales occur on city property?** Un-permitted business may not occur on city property.
- **What happens if I violate any of these rules?** You can be charged criminally with a misdemeanor and have your permit revoked. Per SGC 06.05.120