

# CITY OF WATERLOO



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## Mobile Food Business Guide and Application

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City Clerk's Office  
715 Mulberry Street  
Waterloo, IA 50703

Phone: 319-291-4323  
Email: [clerk@waterloo-ia.org](mailto:clerk@waterloo-ia.org)  
Website: [www.https://www.cityofwaterlooiowa.com](https://www.cityofwaterlooiowa.com)



# CITY OF WATERLOO

## Mobile Food Business Guide

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### **WELCOME**

Here in the City of Waterloo, our cuisine is as diverse as our community. We want to thank you for considering joining the business owners who provide vibrant dining options for our citizens. This guide will help you understand the licensing process, clarify deadlines and identify materials required to submit a successful application. Please read this guide prior to completing and filing a license application. It is the policy of the City of Waterloo not to discriminate on the basis of sex, race, color, national origin, religion, age, disability, sexual orientation, familial status, or gender identity.

### **WHAT IS A MOBILE FOOD VENDOR AND BUSINESS?**

A Mobile Food Vendor is a person, or an employee of a person, engaged in the business of selling food or beverages from a mobile food unit. Mobile Food Vendors operate the Mobile Food Business, which holds a food establishment license. Licenses are issued for a period of thirty days or one calendar year. Licensees must complete a new application to renew a license.

### **WHEN IS A LICENSE REQUIRED?**

A Mobile Food Business License is required when:

- When the Mobile Food Vendor holds or is required to hold a food establishment license.
- The Mobile Food Vendor sells food or beverages from a mobile food unit (see definition section).
- The Mobile Food Vendor is not engaged in catering.
- When selling food or beverages on city parks, golf courses, parking lots, etc.
- When selling food or beverages from a mobile food unit, not as a part of a contracted private event on private property or special event open to the public, occurring for five consecutive days or less.
- When selling food or beverages on private property.

### **REQUIRED ACTIONS OF APPLICANT**

All Applicants must do the following:

- Read the material in this guide.
- Complete the application.
- Obtain written permission from Leisure Services to operate on park or golf course property.
- Provide a photograph of the mobile food unit.
- Provide a diagram or sketch of the mobile food unit in relation to other movable equipment, including trash receptacles.
- Provide a plan for disposing of liquid and solid waste.
- Provide a copy of signage displayed on site.
- Provide a valid Iowa Sales Tax Permit and food establishment license.
- Submit the appropriate insurance requirements.
- Pay the application fee and fees for any other required licenses, permits, or inspections.
- Submit a site plan map showing the location of the mobile food unit on the vending location and include the square footage of the mobile food unit, including movable equipment.
- Submit all applications and materials in accordance with timelines listed in this guide.

## **CERTIFICATE OF INSURANCE**

A certificate of insurance for a policy currently in force and effect that meets the specified limits and names the City of Waterloo and its elected and appointed officials, officers, employees, and agents as additional insured against any liabilities that may arise in connection with the operation of the mobile food business. Policies must reflect commercial general liability insurance having a minimum combined single limit of \$1,000,000. The certificate of insurance must be submitted with the application.

## **FOOD ESTABLISHMENT LICENSE**

A food establishment license is available by contacting the Black Hawk County Health Department at 319-291-2413 or by visiting their website <https://www.co.black-hawk.ia.us/279/Food-Inspections>. Black Hawk County asks that these applications be submitted at least thirty (30) days prior to the anticipated opening date.

## **WASTE REMOVAL**

The applicant is responsible for cleanup of the site and must provide garbage cans in the immediate area where food and beverages are sold. The applicant is responsible for the removal of all waste and recycling from the vicinity of the mobile food unit, including waste and recycling in existing City-owned receptacles.

## **VEHICLES ON CITY PROPERTY**

No mobile food unit may be driven on non-roadway areas of city parks or golf courses without authorization from the Leisure Services Department. Mobile food units are prohibited from operating on any part of city sidewalks and city right-of-way.

## **HOURS OF OPERATION**

Sales are not allowed from 2:00 a.m. to 7:00 a.m. each day.

## **LIGHTS, SOUND, MUSIC**

Mobile food units are prohibited from using music, bright flashing light, or sound making devices, including amplified sound to attract attention to their business.

## **INVESTIGATION AND INSPECTIONS**

Once a completed application, supporting documentation, certificate of insurance, and application fee are filed with the City Clerk's Office, the application is sent to several city departments for further investigation. Licenses will be issued to applicants that pass all inspections and investigations.

The Police Department will conduct a background check on the applicant. For out of county applicants, the Police Department will require an Iowa DCI Background check. Iowa DCI background check information and forms can be found at the following link: <https://dps.iowa.gov/divisions/criminal-investigation/criminal-history/record-check-forms>.

The Planning and Zoning Department will review proposed sale sites for conformance to the City of Waterloo Zoning Ordinance. Applicants will need to submit a site map to the Planning and Zoning Department of each location they intend to sell and indicate on the map where the mobile food business will operate.

The Fire Marshal or designee will complete a fire inspection for Class III and Class IV licensees. Initial fire inspection fees are included in the application fee. Fees for re-inspections will be charged to the applicant.

## **FEES AND APPLICATION SUBMISSION**

Applications must be submitted to the City Clerk's Office along with the appropriate application fee not less than fifteen (15) business days prior to commencing business or renewing a license. The City Clerk's Office reserves the right to deny any application that is incomplete when submitted or not timely filed. An additional \$20 fee may

be charged to any applicant that files an incomplete application or fails to timely file the application. A thirty day license is one-hundred dollars (\$100) and a one year license is three hundred and fifty dollars (\$350).

Completed applications and materials may be submitted as follows:

1. Email: [clerk@waterloo-ia.org](mailto:clerk@waterloo-ia.org)
2. Mail: City Clerk's Office, 715 Mulberry Street, Waterloo, IA 50703



# CITY OF WATERLOO

## Mobile Food Business Application

The completed application and supporting materials can be mailed to: City Clerk's Office, 715 Mulberry Street, Waterloo, IA 50703; or emailed to [clerk@waterloo-ia.org](mailto:clerk@waterloo-ia.org). For more information, please call the City Clerk's Office at 319-291-4323. Please submit the application, certificate of liability insurance, any required supporting documentation, and application fee no later than fifteen (15) business days prior to starting business. Failure to file a complete application or timely file an application may result in additional fees or a denied application. Write N/A anywhere the information is not applicable to your business.

### BUSINESS AND LICENSING INFORMATION

Today's Date: \_\_\_\_\_

Are you applying for a 30 day license: \_\_\_\_\_ Are you applying for a 1 year license: \_\_\_\_\_

New Application: \_\_\_\_\_ Renewal Application: \_\_\_\_\_

Start of Business Date: \_\_\_\_\_ Dates of Operation: \_\_\_\_\_ (License issued for minimum of 30 days)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Applicant Name (Photo identification is required): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Food Establishment License Number: \_\_\_\_\_ (include copy of license) License Class: \_\_\_\_\_

Iowa Sales Tax Number: \_\_\_\_\_ (include copy of permit) or Exemption Number: \_\_\_\_\_

Insurance Company and Policy Number (Include certificate): \_\_\_\_\_

### MOBILE FOOD UNIT INFORMATION

If operating from a vehicle, Driver's License Number: \_\_\_\_\_ (Must provide copy of valid license)

Vehicle identification: \_\_\_\_\_  
Make                      Model                      Year                      State of Registration                      License Plate #

Vehicle identification: \_\_\_\_\_  
Make                      Model                      Year                      State of Registration                      License Plate #

Vehicle identification: \_\_\_\_\_  
Make                      Model                      Year                      State of Registration                      License Plate #

If not a vehicle, describe the Mobile food unit: \_\_\_\_\_  
\_\_\_\_\_

**SPECIFIC NAME, ADDRESS, AND AREA IN WHICH THE BUSINESS IS TO OPERATE:**

(If proposing to operate on golf course or city park property, include permission from Leisure Services Department)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE PLAN**

Amount of space used by the mobile food unit and other movable equipment in square feet: \_\_\_\_\_

*On a separate page, provide a site map of each operating location and on the map draw a box indicating approximately where the mobile food unit will be stationed.*

**EXPLAIN PLANS FOR DISPOSAL OF LIQUID AND SOLID WASTE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DIAGRAM OR SKETCH OF THE MOBILE FOOD UNIT IN RELATION TO OTHER MOVABLE EQUIPMENT, INCLUDING TRASH RECEPTACLES.**

*Use the space below to draw a diagram or sketch. One may be provided on a separate sheet of paper and attached to the application.*

**TERMS, CERTIFICATION, AND INDEMNITY AGREEMENT**

INSURANCE CERTIFICATE: Licensee certifies that a certificate of insurance in conformance with the limits listed in the City of Waterloo Mobile Food Unit Application Guide is hereby attached to this application.

FEE: Licensee agrees to pay the applicable application fee at the time the application is filed with the City Clerk's Office. Licensee recognizes that failure to timely file a complete application may result in additional fees. Licensee acknowledges that a \$50 inspection fee will be charged for a fire inspection and that all other city fees must be paid in a timely manner to receive and maintain the license.

TERM, TRANSFERABILITY, REVISIONS, AND REVOCATION: Licensee understands that a City of Waterloo Mobile Food Business License is only valid for dates listed therein and shall not be transferred to another location, company, or individual. Licensee agrees that if any information in this application changes written notification of the change shall be provided to the City Clerk's Office in writing within three (3) calendar days of the change and that the City Clerk's Office reserves the right to revoke said permit. Permittee agrees that the Mobile Food Business License may be revoked for violating any laws of the City of Waterloo or State of Iowa.

CERTIFICATION: I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand, and agree to abide by the rules and regulations of the proposed event under the City of Waterloo City Code, and I understand that this application is made subject to the rules and regulations established by the City Council. Applicant agrees to comply with all other requirements of city and any other applicable entity that may pertain to the vending of food or beverages. I further certify that I, on behalf of the company, organization or if an individual, myself, am authorized to commit that organization and therefore, agree to be financially responsible for any costs and fees that may be incurred by the mobile food business to the City of Waterloo. I understand and agree that the City of Waterloo may rescind its permission to use city property at any time should it be determined to be in the best interests of the city and its citizens.

INDEMNITY AGREEMENT: The undersigned agrees to defend, indemnify and hold harmless the City of Waterloo, its agents, officers, and employees, from and against any and all claims for injury or damages to persons or property arising out of or caused by the use of such property. The undersigned further agrees upon receipt of notice from the City of Waterloo to defend at its own expense the City of Waterloo, its agents, officers and employees from any action or proceeding against the City of Waterloo, its agents, officers or employees arising out of or caused by the use of such property. The undersigned agrees that a judgment obtained in any such action or proceeding shall be conclusive in any action by the City, its agents, officers or employees against the undersigned, when so notified as to the undersigned's cause of the injury or damage, as to the liability of the City, its agents, officers and employees to the plaintiff in the first named action, and as to the amount of the damage or injury. The City of Waterloo, its agents, officers and employees may maintain an action against the undersigned to recover the amount of the judgment together with all the expenses incurred by the City, its agents, officers and employees in the action.

I HAVE READ THIS INDEMNITY AGREEMENT, I UNDERSTAND THE EFFECT OF THIS INDEMNITY AGREEMENT, I AM AUTHORIZED TO SIGN THIS INDEMNITY AGREEMENT, AND I AM SIGNING THIS INDEMNITY AGREEMENT VOLUNTARILY.

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

## APPLICATION CHECKLIST

- \_\_\_ Is every blank on the application filled in, or have you written N/A where information does not applicable?
- \_\_\_ Have you signed and dated the indemnity agreement?
- \_\_\_ Have you provided a certificate of insurance that conforms to the requirements listed in the guide?
- \_\_\_ Have you provided photo identification?
- \_\_\_ Have you attached an Iowa State Sales Tax Certificate to the application?
- \_\_\_ Have you attached a current Food Establishment License to the application?
- \_\_\_ Have you attached a valid operator's license if operating a motorized vehicle to the application?
- \_\_\_ Have you attached a picture of the mobile food unit to the application?
- \_\_\_ Have you attached signage to be on display while operating the mobile food business to the application?
- \_\_\_ Have you attached a diagram or sketch of the mobile food unit in relation to other movable equipment, including trash receptacles to the application?
- \_\_\_ Have you included a site map for each vending location, that shows the square footage of your operational area?

## IMPORTANT CONTACTS

### Black Hawk County Public Health

- o Phone: 319-291-2413
- o Website: <https://www.co.black-hawk.ia.us/279/Food-Inspections>

### City Clerk's Office

- o Phone: 319-291-4323
- o Email: [clerk@waterloo-ia.org](mailto:clerk@waterloo-ia.org)

### Fire Department

- o Phone: 319-291-4460

### Leisure Services Department

- o Phone: 319-291-4370

### Police Department

- o Phone: 319-291-2515

### Planning and Zoning

- o Phone: 319-291-4366

### Parking Enforcement

- o Phone: (319) 291-0145
- o Email: [waterlooparking@republicparking.com](mailto:waterlooparking@republicparking.com)
- o Meter Hood Application: [Hood Rental Form \(pdf\)](#)