



City of Tacoma  
Finance Department



## Sidewalk Vending Process Checklist Food & Beverage Carts

The City of Tacoma and the Tacoma-Pierce County Health Department (TPCHD) are working together to help you apply for a Sidewalk Vending License and properly get your mobile cart permitted. Use the checklist below to get your vending business started. If you have questions about business licensing, contact City's Tax & License office at 253-591-5252. For questions about getting your mobile cart inspected, contact the Tacoma-Pierce County Health Department at 253-798-6460.

You may apply for licenses concurrently. Applications for both agencies are available at Health Department and the City of Tacoma.

City of Tacoma Tax & License Checklist	Tacoma-Pierce County Health Department (TPCHD) Checklist
<input type="checkbox"/> Determine a site for your vending business	<input type="checkbox"/> Complete and submit the TPCHD Mobile Cart application and pay appropriate fees
<input type="checkbox"/> Complete the Sidewalk Vending and the Certificate of Registration applications	<input type="checkbox"/> Call the TPCHD to schedule an appointment with Mike Davis to review submitted application
<input type="checkbox"/> Submit the Sidewalk Vending and Certificate of Registration applications to the Tax & License office. Include the non-refundable fee of \$100. The City will review the application and notify applicant within 10 days of approval or denial	<input type="checkbox"/> TPCHD notifies owner upon of approval and issues the TPCHD Cart approval letter, owner to schedule pre-opening inspections
<input type="checkbox"/> Upon approval owner has 10 days to submit the additional information: <ul style="list-style-type: none"> <li>• Sidewalk Vending License fee of \$50</li> <li>• Annual Business License \$110 or \$25</li> <li>• Home Occupation License \$75 (if applicable)</li> <li>• Certificate of Insurance-as required by TMC 6B.180.040</li> <li>• Plan Check Approval Letter from Tacoma-Pierce County Health Department</li> </ul>	<input type="checkbox"/> TPCHD conducts site visits of Commissaries and sales site
<input type="checkbox"/> Owner opens for business	

***We look forward to seeing you downtown!***

City of Tacoma Tax & License Division  
747 Market St Room 212  
Tacoma WA 98402  
[www.cityoftacoma.org/businesslicense](http://www.cityoftacoma.org/businesslicense)  
253-591-5252

Tacoma-Pierce County Health Department  
3629 South D Street  
Tacoma WA 98418  
[www.tpchd.org](http://www.tpchd.org)  
253-798-6460