



Itinerant and Mobile Sales in the City of Missoula

If you are considering itinerant vendor sales in the City of Missoula, it is important to understand which City, County, State and Federal regulations may apply. Factors that will determine what Codes may apply and whether permits will be required include the location of vending, the type of vehicle or structure you vend out of, and the utility services used by the vending cart. This information sheet is meant to help guide you through what may apply to your specific vending operation.

LICENSING:

All itinerant vendors operating in the City of Missoula require an Itinerant Vendor Business License through Development Services.

| License Type | Time Limit | Fees - Jan. 1, 2018 - Dec. 31, 2018 |
|--|--|-------------------------------------|
| Itinerant Vendor: Annual | Good until May 31st of the license year. | \$125.00 |
| Itinerant Vendor: Temporary | Good for 90 days after issuance. | \$105.00 |
| Itinerant Vendor: Temporary | Good for one week after issuance. | \$83.00 |
| Background Check (Required for ALL Itinerant Vendors): \$49.00 | | |

LOCATION REQUIREMENTS:

Use this chart to determine where itinerant vending is allowed and what restrictions may apply:

| Location of Vending Operation | Requirement |
|--|--|
| Vending in the Central Business District on the sidewalk. | Vending is permitted until 9:00 PM. |
| Vending in the Central Business District in the street. | Vending is permitted until 9:00 PM. Vendors using street parking spaces are required to obtain permission from the Parking Commission. Vendors must adhere to Engineering Location Requirements. |
| Vending in the Central Business District in a private parking lot. | Vending is permitted at all hours. Vendors must have permission from property owner. Vendors must adhere to Engineering Location Requirements. |
| Vending in the street or sidewalk anywhere outside of the Central Business District. | Vending is not permitted. |
| Vending in a private parking lot anywhere outside of the Central Business District. | Vending may be permitted in any property located in a non-residential zoning district. Permits may be required. Vendors must adhere to Engineering and Zoning |
| Vending in a City Park. | Vendors need to meet the MT State Statute of \$750,000/claim and \$1.5 million/occurrence and name the City as an Additionally Insured party. |

Additional information on back.



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PERMITTING AND OTHER REQUIREMENTS:

Use this chart to determine what other requirements may apply beyond receiving your Itinerant Vendor License.

| What is involved with your proposed vending operation? | Requirements |
|--|---|
| Food Sales | Requires approval and licensure by Missoula County Health Department with few exceptions. |
| Fixed Vending Carts | Requires meeting Zoning, Building, and Engineering codes. Permitting Required. |
| Drive-through vending carts (mobile and fixed) | Requires meeting zoning and engineering requirements. Permitting required. |
| Electrical work | Electrical permits required. |
| Water service and sanitary sewer installed | Commercial plumbing permits and inspection required. |
| Propane Use | Requires approval from Fire Department. |
| Signs | Requires sign permits. |
| Sales in any City Parks (including Fort Missoula Park) | Requires approval and Concession Permit from City Parks and Recreation Department. |

Food and Beverage Service

A license is required to serve foods and beverages with the exception of commercially pre-packaged, self-stable items. There are several license types available depending on one's method of service.

Mobile Food Truck or Trailer:

A mobile food truck or trailer is a fully-enclosed, self-contained unit. These mobiles may be designed so that they are self-sufficient and can operate independently, or they may be minimally designed and dependent on a commissary. Requirements for a mobile truck vary depending on the intended menu and the amount of preparation done on the unit. All mobiles, regardless of commissary usage, must have a hand sink with hot and cold running water, mounted fresh water and wastewater tanks, and equipment designed to adequately hold foods at required temperatures. In addition, they must have a servicing area where they can obtain water from a public water supply and properly dispose of wastewater.

Solid Fuel Cookers/Smokers:

Solid fuel used for cooking or smoking may be allowed depending on how the food is being prepared or served. Air Quality regulations may apply.

Pushcart Mobiles:

Pushcart mobiles are small, self-contained units that serve a limited menu (e.g. hot dogs). At minimum, pushcarts must have a hand sink with hot and cold running water and equipment designed to heat and/or hold food at required temperatures. A commissary kitchen is required for food preparation, storage, and dishwashing, as well as for obtaining water and disposing of wastewater.

Temporary Food Service (TFS):

TFS vendors serve limited menus at events. These vendors prepare foods in a commissary and then set-up under a tent or awning using minimal support for temperature control and hand washing. TFS licenses are good for 14 consecutive or 21 non-consecutive days at one event.

Large Group Permits:

If you plan to hold an event that may have 1,000 or more attendees, you need to contact the health department for a large group permit. This permit reviews safety and sanitation resources to ensure a healthy and safe event.

For more information, or to start the license application process, contact the Missoula City-County Health Department at 406-258-4755 or evhealth@co.missoula.mt.us.

City of Missoula: Development Services 435 Ryman St, Missoula, MT 59802 406-552-6121
Missoula County Health Department 301 W Alder St, Missoula, MT 59802 406-258-4755



