



**CITY OF PORTLAND**  
**Permitting and Inspections Department**

**Mobile Food Service Establishment License – Steps to Approval**

**After you submit your application to the Business Licensing Office:**

- We will send your information out to the below listed departments.
- You may then proceed with arranging for inspections when your establishment is ready.
- When the Business Licensing Office has received all approvals from the required departments, we will issue your license. We will call you when the license is ready and any remaining balance is due. You may contact us for a license status update, **but please note that we must receive approvals directly from all departments on the accompanying “Steps to Approval” sheet before issuing your license.**

**In order for the Business Licensing department to issue your license for a Mobile Food Service License, we must receive approvals directly from the following departments:**

- Health Inspections
- Fire Inspections
- Treasury
- Police Department

**You must also apply with the state for a Food License:**

- Contact the Department of Health and Human Services at 287-5675 or the Department of Agriculture at 287-3841 to obtain the correct State of Maine food license for your business.

**To schedule an inspections after you apply, please contact:**

- Contact the City of Portland Health Inspections department at 756-8365 to arrange for an inspection (if applicable).
- Contact the City of Portland Fire Inspections department at 874-8400 to arrange for an inspection.

Once we have received approvals directly from the departments listed above, we will issue your license and contact you. Any balance of the license fee will be due before you receive the license. If you have any questions about this process, please contact Licensing and Registration, at 874-8557 or [bl@portlandmaine.gov](mailto:bl@portlandmaine.gov).



**CITY OF PORTLAND**  
**Permitting and Inspections Department**  
**Mobile Food Service Establishment License Application**  
**License expires annually on March 31<sup>st</sup>**

<input type="checkbox"/> Application Fee: \$45	<input type="checkbox"/> Pushcart or Ice Cream Truck License: \$322	<input type="checkbox"/> Night Vending (10 p.m. to 6 a.m.): \$218
<input type="checkbox"/> Health Inspection \$150.00	<input type="checkbox"/> Food Truck License: \$546	<input type="checkbox"/> 3.5 sq. ft. cooler storage (pushcarts): \$38/cooler Number of coolers (limit of 2 or 7 sq. ft.):

<b>Business Information</b>	
Establishment Name (d/b/a):	
Mailing Address:	
Contact Person:	
Phone:	Cell:
Email:	

**Sole Proprietor/Partnership Information (If Corporation, leave blank)**

Name of Owner(s)	Date of Birth	Residence Address

**Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)**

Corporate Name		Corporate Mailing Address	
Principal Officers	Title	Date of Birth	Residence Address



**CITY OF PORTLAND**  
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**About Your Mobile Food Service Unit**

Type of Food Served:	
Cart/Truck Storage Address at Night:	
Will you vend on private property?      Yes    No	If yes, list the address(es) of the private property locations*:
Will you be night vending? (10pm to 6am):      Yes    No	
Does the Issuance of this license directly or indirectly benefit any City employee(s)?    Y/N	
If yes, list name(s) of employee(s) and department(s):	

**The following must be included with your application:**

- \_\_\_ Two photos of the unit from different angles
- \_\_\_ Insurance form (ACORD) showing at least \$400,000 general liability coverage and City of Portland listed as Additional Insured
- \_\_\_ Vehicle registration for the pushcart or food truck

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto. I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*For more information about Mobile Food Service Establishments, see Portland City Code Chapter 11 and Pushcart or Food Truck Rules & Regulations at: [www.portlandmaine.gov](http://www.portlandmaine.gov)*

**For Administrative Use Only**

Amount: _____		Email / Approval	Notes: _____
Date Paid: _____	FD: _____ / _____		_____
CC _____ CA _____ CK _____	Health: _____ / _____		_____
	PD: _____ / _____		_____
Amount: _____	Treasury: _____ / _____		_____
Date Paid: _____	DHHS:    N/A    / _____		_____
CC _____ CA _____ CK _____			