



City of Tacoma  
Finance Department /Tax and License



## Sidewalk Vending Process Checklist Food & Beverage Carts

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.

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"/> Submit the TPCHD Mobile Cart application, pay appropriate fees and schedule an appointment with Mike Davis to have application reviewed.
<input type="checkbox"/> Submit the Sidewalk Vending and business license 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 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>• General Business License. For application and license fees, visit <a href="http://tacoma.gov/taxandlicense">tacoma.gov/taxandlicense</a>.</li><li>• Residential Business License \$100 (if applicable)</li><li>• Certificate of Insurance-as required by TMC 6B.180.040.F</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  
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[www.tacoma.gov/taxandlicense](http://www.tacoma.gov/taxandlicense)  
253-591-5252

Tacoma-Pierce County Health Department  
3629 South D Street  
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