

# CITY OF MARICOPA®

PROUD HISTORY • PROSPEROUS FUTURE

## MOBILE VENDORS & FOOD TRUCKS APPLICATION GUIDE

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## Location

A mobile merchant shall operate a mobile sales unit only in commercial zoning districts.

Per the City's [Zoning Code](#), a mobile food vendor shall not operate in an area zoned for residential use or within 250 feet of an area zoned for residential use, except for mobile vendors selling only ice cream who may operate on public rights-of-way in areas zoned for residential use, or a mobile merchant may operate on private property in a residential area if the mobile merchant obtains a separate agreement with the property owner to operate a mobile sales unit for a maximum of six hours within a 24-hour period on the private property.

If a mobile food vendor desires to operate on city property other than a legal parking space in a right-of-way, such as a public park, the mobile food vendor shall obtain from the city:



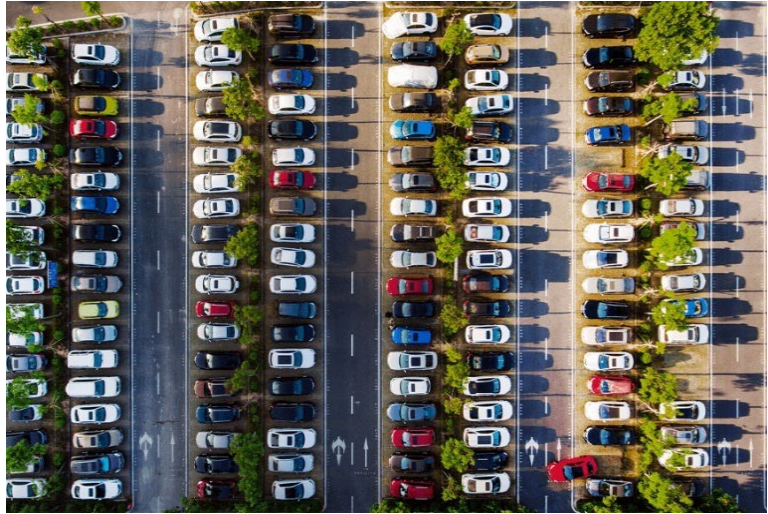
- ✓ A separate licensing for use, services contract, or similar agreement, which will be entered into at the city's sole discretion and applicable law; or
- ✓ A special event permit or similar permission in accordance with the city code.

If you would like to confirm your desired location's zoning district, contact the Planning and Zoning Division at 520-316-6020 or via email at [dsd@maricopa-az.gov](mailto:dsd@maricopa-az.gov)



## Parking

A mobile merchant shall only operate in a legal parking space. A mobile sales unit, including any semi-permanent structure used or associated with the mobile sales unit, may use no more than one legal parking space, unless the mobile merchant has a separate agreement with the city to use additional legal parking spaces or parking spaces on city property other than the right-of-way.



No mobile sales unit exceeding 24 feet may park diagonally in a diagonal parking space or park in any manner that occupies more than one diagonal parking space.

Notwithstanding the permission of a person owning or having lawful control of private real property, a mobile sales unit shall not remain in one location on private property for longer than 96 consecutive hours, unless the city grants permission for a permitted event greater than four days. "One location" within this subsection means a location within a parcel of land and includes movements from different parked positions within the same parcel.



Allowed parking method: one mobile unit per legal parking space unless otherwise approved.



Not allowed unless specifically approved. More than one legal parking space is taken up by a mobile unit.

No mobile sales unit shall operate with the serving window facing street traffic. A mobile sales unit shall not obstruct the movement of pedestrians or other vehicles using the sidewalk, street, alley, or other public right-of-way.

A mobile merchant shall not claim or attempt to establish any exclusive right to park at a particular street location, unless the parking space is part of a permitted event.

### **Waste Disposal**

Mobile vendors must provide a minimum of one 15-gallon trash receptacle within 15 feet of each individual mobile sales unit for customers and employees. Trash must be transported from the area of operation to an authorized waste disposal location.



### **Lighting**

A mobile sales unit shall have adequate lighting to ensure customer safety in the vending area. Lighting shall be directed downward and away from rights-of-way and adjacent properties.



### **Noise**

No vendor shall ring bells, play chimes, play an amplified musical system, or make any other notice to attract attention to its business while operating within city limits.

### **Insurance**

If the mobile food unit operates an event sponsored by the city or operates on public property, including rights-of-way or property owned by the city, the mobile merchant shall obtain insurance naming the city as an additional insured in amounts as required by the city and in accordance with Arizona State Law.

## Fire Safety Requirements:

A mobile merchant must ensure that all mobile sales units comply with the version of the International Fire Code in effect at the time when the permit is issued, state law, and the city code relating to fire and explosion safety standards. A mobile sales unit(s) shall be inspected by the city's fire division, or the mobile merchant shall provide evidence that the mobile sales unit passed a fire inspection by another city or town fire department in this state within the preceding 12 months.

- ✓ For any planning related questions, please contact the Planning and Zoning Division. Phone: 520-316-6920 or Email: [dsd@maricopa-az.gov](mailto:dsd@maricopa-az.gov)
- ✓ For any fire safety related questions, please contact the Fire Division. Phone: 520-316-6920

## Permitting Submittal Process:

Applicants who wish to establish a mobile vending operation or food truck shall undergo a Mobile Vendor Permit, where the Planning and Fire Divisions will review the proposal.

Apply for a Mobile Vendor Permit. All permitting for the City of Maricopa is done online through the [VIP Portal](#).

Please contact Planning and Zoning Division should there be any assistance needed for the mobile vendor permitting process.

Phone: 520-316-6920 or Email: [dsd@maricopa-az.gov](mailto:dsd@maricopa-az.gov)



## Required Submittals:

The required submittals for a Mobile Vendor Permit are the following:

1. **Project Narrative** – This should be a general summary of the mobile vending/food truck operation. Provide the times the unit will be active, any locations the unit may operate in, and how any outdoor seating and waste disposal will be handled.
2. **Photo of Mobile Unit** – A clear photo that accurately shows the mobile unit that will be used. Provide photos of the exterior as well as the interior.
3. **Pinal County Health Department Permit** – The Certificate of Health provided by the Pinal County Health Department will be required before any permit is issued by the City.



***Note: Only documents uploaded in a .pdf format will be accepted.***

## Review Times:

Mobile Vendor Permits undergo a one (1) week completeness review by the Permit Center. After this, they undergo a two (2) week review process by Planning & Zoning and Fire Safety staff. After the review, they undergo a one (1) week review by the Permit Center prior to being closed out or returned to the applicant. For subsequent reviews if corrections are needed, such turnaround time is approximately one (1) week.

Please review the City of Maricopa codes and regulations as applicable to mobile vendors and food trucks: <https://maricopa.municipal.codes/MCC/18.120.170>