

# FOOD TRUCK CHECKLIST

Community Development Department

11930 Cyrus Way

Mukilteo, WA 98275

425.263.8000

[planningdept@mukilteowa.gov](mailto:planningdept@mukilteowa.gov)



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All food trucks operating in the City of Mukilteo must\*:

- Have a valid City of Mukilteo business license
- Move locations at least every 72 hours
- Limit hours to between 7am and 10pm (9am to 10pm on weekends if using generator)
- Have the explicit written permission of the property owner where they are operating
- Have an approved [right-of-way permit](#) if operating in the street or on the sidewalk
- Limit signage to the vehicle and one portable sign eight square feet or smaller
- Be in a location that does not interfere with circulation or required parking
- Comply with the city's noise ordinances

\* See [MMC 17.16.040.B.67](#) and [MMC 8.18](#) for details.

Food trucks operating in Lighthouse Park, a public street, or residential zone require review and approval by the city. Food trucks on private property in commercial and industrial zones do not require City of Mukilteo pre-approval but must follow all applicable rules.

## Submittal requirements for food trucks in Lighthouse Park or residential areas:

1.  **Food Truck Application (next page)**
2.  **City of Mukilteo Business License**
3.  **Explicit written permission of the property owner in residential zones**
4.  **Health Department Approval**

## Additional submittal items for food trucks in Lighthouse Park/on City property:

5.  **Supplemental Information Form (see page 3)**
6.  **Certificate of Comprehensive General Liability Insurance (COI)** with additional endorsement page CG 20 26 listing the City of Mukilteo as additional insured. Minimum coverage \$1 million.
7.  **Background Check results for business owner and all employees**

**How to submit.** Submit all documents at one time via the [City of Mukilteo Online Permit Portal](#). For help using the online portal, email [permitcenter@mukilteowa.gov](mailto:permitcenter@mukilteowa.gov). For questions about submittal items or the review process, email [planningdept@mukilteowa.gov](mailto:planningdept@mukilteowa.gov). Not sure who you need? Call 425-263-8000.



## Food Truck Application

Use this application when requesting approval to operate in Lighthouse Park or a residential zone. Food trucks in commercial and industrial zones do not require advance approval from the City of Mukilteo but must follow all applicable rules.

### APPLICANT INFORMATION

Primary Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

State Business License #: \_\_\_\_\_

City Business License #: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### OPERATION INFORMATION

#### Where will your truck be located?

- In Lighthouse Park. I understand I'm responsible for reserving space and paying rental fees separately. I will contact Tony Trofimczuk ([ttrofimczuk@mukilteowa.gov](mailto:ttrofimczuk@mukilteowa.gov)) to do so.
- On private property in a residential zone.

Address: \_\_\_\_\_

- In a public street or on a sidewalk in a residential zone (I've applied for a [ROW permit](#))

Location: \_\_\_\_\_

#### Are you the property owner?

- Yes.
- No. I've attached my written approval from the owner to operate here.

#### Hours of Operation (check all that apply):

- 7 AM – 10 PM (Weekdays)
- 7 AM – 10 PM (Weekends – no generator)
- 9 AM – 10 PM (Weekends – with generator)

#### Do you have any signage other than what is painted on your truck?

- No
- Yes, one A-frame sign 8 square feet or smaller that has been [registered with the city](#)

### ACKNOWLEDGMENTS AND SIGNATURE

- I will not park or operate in one location for more than 72 consecutive hours.
- I will comply with the noise requirements of [Mukilteo Municipal Code Chapter 8.18](#).
- I've reviewed and will follow [Health Department the spill response recommendations](#)
- I've reviewed and will follow [City of Mukilteo Fire Department guidance](#)

I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Supplemental Information for Vendors on City Property

If you propose to locate in Lighthouse Park or on other city property, you must complete this form.

Have you ever been cited for a code compliance violation in another jurisdiction?

- Yes, we are working to resolve it
- Yes, successfully resolved
- No, never

**Reference.** Please provide the name and contact information for someone who can speak to the quality and reliability of your business. This could be clients, suppliers, or other businesses contacts.

Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Provider: \_\_\_\_\_

### Required Acknowledgements

I will follow all City of Mukilteo regulations, including:

- [MMC 9.60, Mukilteo Park Code](#)
- [MMC 8.18, Noise Control](#)

I understand:

- Concessions may only operate between the hours of 8:00 am and 9:00 pm.
- Vendors may not enter the park prior to 6:00 a.m.
- Mobile units must be removed at the end of each business day, no later than 9:45pm
- Vending units cannot exceed a length of 40 feet and a width of eight feet, excluding cab.
- Vendor locations do not have storage or electricity available.
- Public restrooms may not be open at all times.
- Vendors are responsible for hauling garbage, grey water, and all other waste away to an off-site location at the end of each operating day for legal disposal.
- No amplified music is allowed.
- Vendors must pay daily rate (\$25) or monthly rental rates (\$400) and follow city procedures for reserving a spot.
- I am responsible for having at least \$1M in Comprehensive General Liability Insurance with additional endorsement page CG 20 26 listing the City of Mukilteo as additional insured.

I understand my responsibilities and agree to these terms and conditions. I certify all information contained in this application is true and correct to my knowledge.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_