



## Apex Police Department Transient and Mobile Food Vendor Permit Information



The Town of Apex Ordinance that governs this type of activity can be found at [www.municode.com](http://www.municode.com) under Article IV. You are encouraged to read the ordinance and be familiar with the regulations in this ordinance as you will be held to them.

**Each vendor must bring their application in person to the Apex Police Department with a receipt that payment has been made to the Town of Apex. Payment must be made at the Apex Town Hall in the Finance Department.**

1. You are required to supply the following items with your completed application (applications will not be accepted if all documentation is not included):
  - A valid government issued identification (i.e. driver's license, state identification card, passport)
  - Registration and Proof of Insurance for any vehicle and/or trailer being used for the permitted activity
  - County/Dept. of Agriculture Health Inspection (applicable food vendors)
  - Property Owner Authorization Letter (not applicable for Right-of-Way Mobile Food Vendors)

Right of Way Mobile Food Vendors must also supply the following:

  - Town of Apex Hold Harmless Agreement
  - Certificate of Insurance for \$1,000,000 naming Town of Apex as Additional Insured
2. Mobile Food vendors wishing to obtain both a Mobile Food Vendor Permit and Right-of-Way Mobile Food Vendor Permit may do so on the same application form.
3. The fee is \$150 and permits are valid for one year from the date issued. Mobile Food vendors wishing to obtain both a Mobile Food Vendor Permit and Right-of-Way Mobile Food Vendor Permit are only required to pay \$150 for both permits as long as they run concurrently.
4. All Mobile Food Vendors must submit to a Fire Inspection completed by a Town of Apex Fire Marshal. There is no charge for the inspection and they can be scheduled by contacting a Fire Marshal at (919) 362-4001.
5. Vendors with multiple vehicles/trailers/locations must obtain a permit for each.
6. Permits cannot be renewed. Applicants must reapply and provide all the above listed documents to obtain a new permit.
7. Operating standards include:
  - Hours of operation are limited to 6 am to midnight each day
  - Mobile food vendors must provide at least one adequate trash receptacle for their customers' use and remove and dispose of all trash within 10 feet of their mobile food unit
  - Mobile food vendors may not erect outdoor seating for dining (i.e. tables, tents, chairs, booths, bar stools, benches, etc.)
  - Mobile food vendors must maintain 10 feet of clearance around the entire perimeter of their vehicle and/or trailer when operating, for fire safety purposes
  - Any continuous amplified sound or music is prohibited
  - All signage must comply with the Town of Apex Unified Development Ordinance

8. Vendors must operate on private property with the written permission of the property owner, unless operating under a Right-of-Way Mobile Food Vendor Permit.
9. Right-of-Way Mobile Food Vendors can only operate at the specific location listed on the permit and must adhere to all parking regulations.
10. Vendors wishing to operate in a Town Park must obtain a Park Concessions permit as outlined in Article III.
11. Permit applications will be reviewed and permits will be issued within five business days.

**If you have any questions contact Nicole Garcia of the Apex Police Department at 919-249-3447 or [nicole.garcia@apexnc.org](mailto:nicole.garcia@apexnc.org)**

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