



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 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 submit their application online.

<https://weblink.apexnc.org/forms/MobileVendor>

Payment must be made at the Apex Town Hall in the Finance Department.

1. You are required to supply the following items with your electronic application (applications will be denied 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)
 - Completed Town of Apex Fire Inspection Form

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

Updated 12/2020