

## Locate a property

Zoned A-1, A-2, or C-3 or other districts pending determination by the Zoning Administrator.

Check zoning: Call 602-262-7131 #6

Not within 1,320 feet of another licensed mobile vendor on the same side of the street.

Must have written property owner permission

License Services Notarized Permission Form OR a signed lease.

## Request a courtesy inspection

Request a courtesy onsite pre-application inspection.  
Contact the Neighborhood Services Department at 602-262-7844.

### Submit a Mobile Vending Application

License Services Office

Mobile Vending License [Application](#) Packet & Fee

Fingerprints

County Health Permit(s)  
(if applicable)

Vehicle Registration  
(if applicable)

LLC/Corp Organizational Docs  
(if applicable)

### Obtain Other Items

As Needed/Applicable

Tax License(s)  
[City](#) & [State](#)

[Maricopa County](#)  
Health Permit/Food Handlers Card  
(if selling food)

Register with the [AZ Corporation Commission](#)  
(for LLC or Corporations)

## FAQ's

- **Who needs a Mobile Vending License?** Persons conducting a mobile vending operation who are selling or giving away items on property (outside). Example: In a parking lot. (Selling inside of a building or permanent structure is not mobile vending.)
- **Exemptions: A Mobile Vending License is not required if:**
  - The person visits multiple properties and only sells/gives away items for 30 minutes or less, per property, per day.
  - The person exclusively gives away water.
  - The person obtains one of the following permits from the Planning & Development Department instead:
    - Temporary Administrative Permit
    - Farmers Market Permit
    - Community Garden Permit
    - Promotional Event Permit
- **Where can mobile vendors operate?** Only on properties zoned A1, A2, or C3 or any additional districts pending determination by the Zoning Administrator.
- **Distance requirement:** One licensed mobile vendor cannot locate within 1,320 ft. of another licensed mobile vendor on the same side of the street. (This does not apply to vendors covered under *exemptions* above.)
- **License issued to a specific vendor:** The license is issued to a specific vendor and cannot be used by or transferred to another vendor.
- **License is issued for a specific location/ Relocation Application requirement:** The license can only be used at the location it was issued for. If a licensee wants to relocate the mobile vending operation, the licensee must apply for and receives approval of a Mobile Vending Relocation Application.

Application Overall Processing Time Frame: 90 Days

Application is submitted to License Services: Application packet , fingerprints, fees.

Background check: AZ Dept. of Public Safety processes fingerprints & results are evaluated by Phoenix Police.

Police Department: Reviews the applicant's criminal background and sends a recommendation to License Services.

Neighborhood Services Department: Completes an on-site inspection, reviews the application and sends a recommendation to License Services.

License Services: Reviews the application and department recommendations. Approves or denies the license.



City of Phoenix License Services: [phoenix.gov/licenseservices](http://phoenix.gov/licenseservices) • Ph: 602.262.4638 #4 • Fax: 602.495.0783 • 200 W. Washington St., 1<sup>st</sup> Fl., Phoenix, AZ, 85003