



Mobile Food Vendor License Application Checklist

*This page is for reference only and does not need to be submitted with the application.
Please allow two weeks for license processing.*

REQUIRED DOCUMENTS

Required of all applicants:

- Completed City of Cedar Rapids **Mobile Food Vendor License application** submitted through the [City's Customer Self Service portal](#)
- Applicable fee, by cash, check payable to the City Treasurer or credit card (\$100/week; \$300/6 months; \$550/year)
- Copy of the license issued for the vending unit by the State of Iowa Department of Inspections & Appeals-Food and Consumer Safety Bureau (please see Linn County Public Health for questions – applicants participating in temporary events may submit a copy of their Linn County Public Health Temporary Food Service application)
- Certificate of General Liability Insurance (including products liability coverage in the amount of \$1M or more per occurrence and \$1M for property damage) naming the mobile food vendor's DBA as the insured and listing the City of Cedar Rapids as the certificate holder
- Color photographs of the mobile food vending unit (new applicants only)
- Copy of the mobile food vending unit's motor vehicle registration (drivable vehicles only)
- Applicants will need to contact the Cedar Rapids Fire Marshal's Office (319-286-5166) to determine if a permit or inspection is required