

Mobile Retail Application and Checklist

Mobile Vending Permit on Private Property

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



This form is required when seeking approval of a Mobile Vending Permit for a Mobile Retail Vehicle or Mobile Retail Long-term or Short-term use on private property, as referenced in Unified Development Ordinance (UDO) Section 6.4.11.C or 6.8.2.F.

A completed application must be provided along with all required supplemental information at the time of submission. All fields must be completed. If a field is not applicable, please indicate "N/A." Please email a PDF of the entire Mobile Retail Application and Checklist packet, with all required supplemental information via the [Permit and Development Portal](#).

APPLICANT INFORMATION			
Applicant (if different from the owner):			Date:
If an LLC, provide the name of the person(s) authorized to sign on behalf of the LLC:			
Address:			
City:	State:		Zip Code:
Phone #:		Email:	
PROPERTY OWNER INFORMATION			
Property owner name:			
If an LLC, provide the name person(s) authorized to sign on behalf of the LLC:			
Address:			
City:	State:		Zip Code:
Phone #:		Email:	
MOBILE RETAIL INFORMATION			
<i>Select the type of mobile retail below.</i>			
Address of the proposed Mobile Retail use:			
Property Identificatin Number (PIN):			
New	Renewal	If renewal, provide the existing case number:	
Mobile Retail type (select one): Long Term Short Term		If Long Term, provide the existing case number of approved Site Plan:	
Provide the type of business per section 6.4.11.A. of the UDO are permitted. Also, provide a detailed description of the proposed Mobile Retail Use:			
<i>*Please note that pawn shops, vehicle fuel sales, and animal care (outdoor) are not permitted.</i>			
Mobile Retail Vehicles selling food items	Provide the food truck permit number: Please be aware that mobile retail vehicles selling food items are required to receive a food truck permit prior to the submission of a permit for mobile retail.		

Provide the number of mobile retail vehicles:	
Provide the hours of operation:	
Provide the number of existing parking spaces:	Proposed number occupied by mobile retail vehicle(s):
REQUIRED SUPPORT DOCUMENTATION (CHECKLIST)	
The following information must be submitted with this application to be accepted for processing.	
Signed Property Owner's Affidavit (this document is required for all mobile retail applications)	
Supplemental (Short-Term) or Approved Site Plan (Long-Term): An accurate drawing or map of the property that depicts its dimensions and configuration as well as the sizes and locations of all existing buildings, the proposed mobile retail vehicle(s), and other features (such as seating areas, rights-of-way(s), driveways, off-street parking, traffic circulation, signs, or other related features).	
Provide evidence of having obtained a NC Sale and Use Certificate for collecting and paying the proper sales taxes.	

ACKNOWLEDGEMENT OF STANDARDS	
<i>Checking the following items affirms that the proposed mobile retail use will comply with all listed items.</i>	
	Every mobile retail operator shall first apply for and procure a Mobile Vending Permit from the city.
	A Mobile Vending Permit must be obtained for the mobile retail business, and all required county and city permits and licenses must be clearly displayed on the mobile retail vehicle.
	This Mobile Vending Permit is required to be renewed annually.
	Prior to the issuance of the mobile retail permit, the vendor must provide evidence of having obtained a NC Sale and Use Certificate for collecting and paying the proper sales taxes.
	Mobile retail vehicle(s) must be located on a surface meeting the standards of Sec. 7.1.9.
	If long-term, electrical service must be provided for each mobile retail vehicle.
	The food truck must provide evidence of having obtained a County Environmental Services –vending permit, and a means for the disposal of grease within an approved grease disposal facility prior to the issuance of the Mobile Vending Permit.
	In no instance shall alcoholic beverages exceed 70% of the total annual sales of each temporary mobile retail vehicle.
	Operating without a county and/or state-issued food vending permit, including one that has been suspended or revoked, shall be considered a violation of this ordinance.
	No audio amplification is allowed as part of the mobile retail operation.
	Mobile retail vehicles are limited to one (1) A-frame sign per vehicle in accordance with Sec. 7.3.12 and may be displayed during business hours but must be removed daily when the mobile retail vehicle is closed. Signage shall not be illuminated, internally or externally. Signs attached to, painted on, or otherwise positioned in or on a mobile retail vehicle shall be exempt from 7.3.15.N.
	Outdoor seating shall only be provided by the property owner or an associated principal use.
	When in operation, the mobile retail vehicle operator or their designee must be present, except in cases of an emergency.
	With the exception of allowable outdoor seating areas, all equipment required for the mobile retail operation must be contained within, attached to, or within 10 feet of the mobile retail vehicle, and all food preparation, storage, and sales/distribution must be in compliance with all applicable County, State, and Federal Health Department sanitary regulations.

REQUIRED SIGNATURE

Pursuant to state law (N.C. Gen. Stat. § 160D-403(a)), applications for development approvals may be made by the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner. An easement holder may also apply for development approval for such development as is authorized by the easement.

By submitting this application, the undersigned applicant acknowledges that they are either the property owner or one of the persons authorized by state law (N.C.G.S. 160D-403(a)) to make this application, as specified in the application. The undersigned also acknowledges that the information and statements made in the application are correct and the undersigned understands that development approvals are subject to revocation for false statements or misrepresentations made in securing the development approval, pursuant to N.C. Gen. Stat. § 160D-403(f).

The undersigned indicates that the property owner(s) is aware of this application and that the proposed project described in this application will be maintained in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Raleigh Unified Development Ordinance.

The undersigned hereby acknowledges and agrees that all administrative comments regarding this application will be provided to the individual listed as the applicant on this application.

The undersigned hereby acknowledges that, pursuant to state law (N.C.G.S. 143-755(b1)), if this permit application is placed on hold at the request of the applicant for a period of six consecutive months or more, or if the applicant fails to respond to comments or provide additional information requested by the City for a period of six consecutive months or more, then the application review is discontinued and a new application is required to proceed and the development regulations in effect at the time permit processing is resumed shall apply to the new application.

Applicant name(printed):		
Address:		
City:	State:	Zip Code:
Phone #:	Email:	
Applicant signature:		Date:

Mobile Retail Checklist

To be completed by Applicant	To be completed by Staff				
Disclaimer: This checklist does not cover all codified requirements but is intended to provide some guidance based on the best practices. The applicant is responsible for meeting all codified and applicable requirements.					
Site details to be shown on supplemental drawing:	Yes	No			
1. Label all proposed and existing lot lines. Provide lot dimensions with metes and bounds.					
2. Show all existing structures and existing conditions.					
3. Acreage and square footage of parcel					
4. Show the location of mobile retail vehicles. Also identify if mobile retail vehicles are existing or proposed.					
5. Identify the use of each mobile retail vehicle.					

6. Show the distance from mobile retail vehicle(s) to property lines, recorded easements and public right-of-way.						
7. Dimension Food truck(s) distance to the entrance of any eating establishment.						
8. Mobile retail vehicle distance from the edge of any driveway or public sidewalk, utility boxes and vaults, handicapped ramp, building entrance, exit or emergency access/exit way, or emergency call box and fire hydrant.						
9. Show all existing parking spaces and identify handicap accessible parking spaces.						