

MOBILE FOOD FACILITY PERMIT FEE SCHEDULE



Edwin M. Lee
Mayor

Mohammed Nuru
Director

Jerry Sanguinetti
Manager

Street Use and Mapping
1155 Market St., 3rd floor
San Francisco, CA 94103
tel 415-554-5810

sfpublicworks.org
facebook.com/sfpublicworks
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San Francisco Public Works :

Half of the total fees will be required at the time of submittal. An additional fee will apply if a public hearing is required (fee will vary). The applicant is responsible for contacting and hiring a third party notification service to obtain a 300' radius notification packet and provide postage.

For A Single Location:

Filing / Processing Fee	\$135.00
Notification Fee	\$216.00
Inspection Fee	\$413.00

Each Additional Location:

Notification Fee (per location)	\$207.00
Inspection Fee (1 st additional location)	\$413.00
Inspection Fee(each additional location)	\$207.00

Permit Renewal Fee:

No violations within previous year	\$135.00
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Permit Modification:

Filing / Processing Fee	\$87.49
Notification Fee (per location)	\$205.86
Inspection Fee (per location)	\$197.12

Single Day Event:

Temporary Occupancy Permit	\$62.00 / day
SFMTA Parking Meter Fee (if applicable)	\$8 / 25 ft / day

Board of Appeals:

Surcharge	\$6.00
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Department of Public Health (DPH)

Plan Check Fees:

MFF 1	\$382.00
MFF 2 & MFF 3	\$490.00
MFF 4 & MFF 5	\$701.50

San Francisco Fire Department

New Application	\$330.00
Tax License Fee (<i>no changes to MFF or locations, for use of LP-gas</i>)	\$644.00

Treasurer & Tax Collector

Business Registration	Fees Vary
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MOBILE FOOD FACILITY PERMIT SAMPLE DRAWING



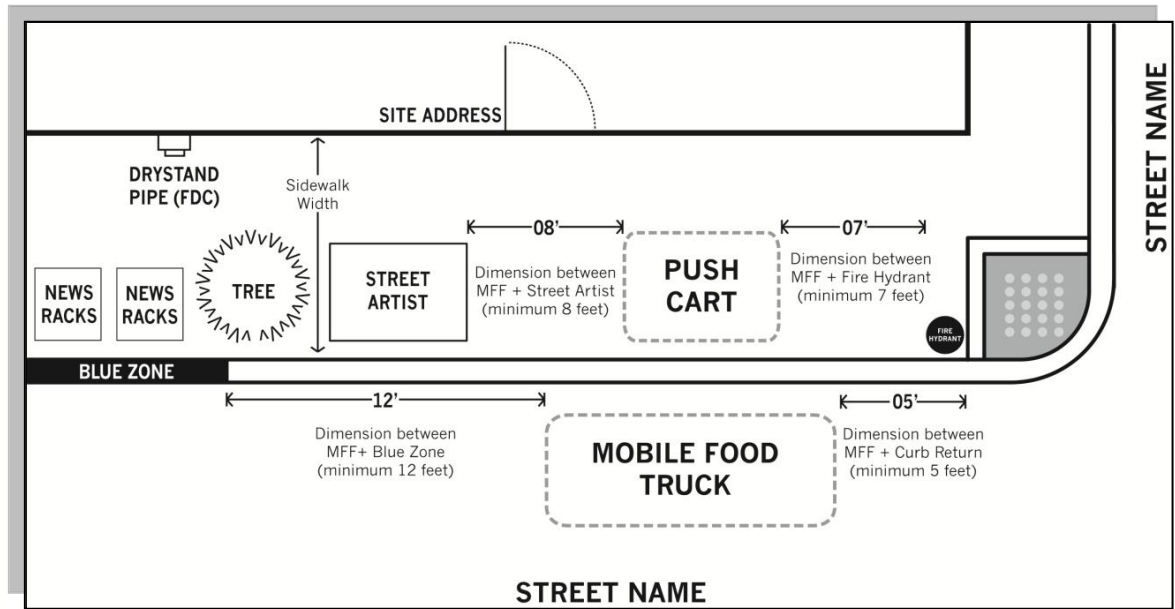
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- Dimension the length and width of the Mobile Food Facility.
- When choosing a location, please be aware that the majority of trucks provide service on the passenger side of the vehicle.
- Truck/ trailers shall be located on the street in a legal parking space.
- Pushcart: The minimum recommended width of a sidewalk shall be 15 feet.
- Truck: The minimum recommended width of a sidewalk shall be 10 feet
- Represent the dimension(s) between the Mobile Food Facility and any obstructions: newspaper racks, bike racks, signs, parking meters, hydrants, payphones, lights, SFFD alarm, street trees etc.
- All Mobile Food Facilities must maintain a minimum clearance of
 - 8' from Street Artist
(http://www.sfartscommission.org/street_artists_program/maps/index.html)
 - 5' from Curb Return
 - 6' Path of Travel
 - 6' from Street Furniture
 - 7' from Fire Hydrant
 - 8' from Bus Zones
 - 12' from Blue Zone

MOBILE FOOD FACILITY PERMIT SAMPLE DECALS



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SAMPLE BUSINESS REGISTRATION CERTIFICATE

CITY AND COUNTY OF SAN FRANCISCO - OFFICE OF THE TREASURER & TAX COLLECTOR

BUSINESS REGISTRATION CERTIFICATE FY

CERTIFICATE NO.	LOC.	CLASS.	CLASSIFICATION DESCRIPTION
BUSINESS NAME		BUSINESS LOCATION	

TAXPAYER'S SIGNATURE _____

DATE ISSUED: _____

OWNERSHIP _____
DBA _____
MAILING ADDRESS _____
CITY - STATE _____

GEORGE W. PUTRIS
TAX ADMINISTRATOR

MUST BE POSTED CONSPICUOUSLY AT THE BUSINESS LOCATION

READ REVERSE SIDE. NOTIFY THE TAX COLLECTOR IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS - P.O. BOX 7429, SAN FRANCISCO, 94110-7429

SAMPLE DEPARTMENT OF PUBLIC HEALTH DECAL STICKER & CERTIFICATE OF SANITATION

AND CERTIFICATE OF SANITARY INSPECTION
Issued according to provisions of the San Francisco Health Code

AUTHORIZING conduct of the following class of
FOOD PREPARATION AND SERVICE ESTABLISHMENT

Type of Operation: _____ Tax Code: _____ DPH Code: _____

Name and Address Below:
Owner: _____
DBA: _____
Street Address: _____

DEPARTMENT OF PUBLIC HEALTH
Bureau of Environmental Health
City and County of San Francisco

Valid only when accompanied by a receipt from the Tax Collector showing payment of current license fee. THIS PERMIT TO OPERATE MAY BE REVOKED OR SUSPENDED FOR CAUSE AND IS NOT TRANSFERABLE. CHANGE OF OWNERSHIP must be reported immediately.

Inspector: _____ Director of Environmental Health: _____
Principal Inspector: _____ Director of Public Health: _____



SAMPLE FIRE DEPARTMENT INSPECTION REPORT & DECAL

BUREAU OF FIRE PREVENTION
INSPECTION REPORT FOR MOBILE CATERING EQUIPMENT

DBA: _____ SFFD PERMIT NBR: _____
OWNER'S NAME: _____ PHONE: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____



APPLICATION FOR REVOCABLE MOBILE FOOD FACILITY PERMIT



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BSM PERMIT # _____

BUSINESS INFORMATION

Business / DBA Name: _____

Applicant Name: _____
(if applicant is a corporation, list names and addresses of each officer, director and each stockholder owning more than 10% of stock of the corporation on a separate attachment.)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Commissary Address: _____

City: _____ State: _____ Zip: _____

SF Business Certificate: _____ Driver's License: _____

FACILITY INFORMATION

Type of Facility: ☐ Push Cart ☐ Truck ☐ Truck/Trailer

Proposed Menu: _____

PROPOSED LOCATION(S) & OPERATION INFORMATION

Location description shall include address and physical description (e.g. north side of 'A' Street, 100 feet east of 'B' Avenue).
Provide a separate site plan and photo(s) for each location(s). See 'Mobile Food Facility Sample Drawing.'

Location 1 : _____

Days of Operation: M ☐ T ☐ W ☐ TH ☐ F ☐ S ☐ SU ☐

Hours: _____ AM ☐ PM ☐ to _____ AM ☐ PM ☐

Location 2 : _____

Days of Operation: M ☐ T ☐ W ☐ TH ☐ F ☐ S ☐ SU ☐

Hours: _____ AM ☐ PM ☐ to _____ AM ☐ PM ☐

Location 3 : _____

Days of Operation: M ☐ T ☐ W ☐ TH ☐ F ☐ S ☐ SU ☐

Hours: _____ AM ☐ PM ☐ to _____ AM ☐ PM ☐

Location 4: _____

Days of Operation: M ☐ T ☐ W ☐ TH ☐ F ☐ S ☐ SU ☐

Hours: _____ AM ☐ PM ☐ to _____ AM ☐ PM ☐

We encourage all applicants to submit plans by e-mail to MobileFood@sfdpw.org.

DEPARTMENT OF PUBLIC HEALTH (DPH) CLASSIFICATION

See DPH application for classification

Check One: ☐ MFF1 ☐ MFF2 ☐ MFF3 ☐ MFF4 ☐ MFF5

CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) REGISTRATION

Make/Model: _____ License Plate #: _____

Vehicle ID#: _____

SUBMITTAL CHECKLIST

- ☐ Complete SF Public Works Application
- ☐ Two (2) Photographs of permit applicant(s) (Passport photo size or similar)
- ☐ Non-Refundable Fee (See Fee Schedule)
VISA, MasterCard, American Express, Check or Money Order made payable to SF Public Works
- ☐ Site Plan : Dimensioned footprint of mobile food facility, property lines, sidewalk widths, existing parking alignment, adjacent building(s) including all entrances/exits, fire protection services, existing sidewalk furniture (e.g. utility poles, fire hydrants, parking meters, etc.)
- ☐ **For Mobile Food Trucks:** 75-foot radius notification packet : Map, List, Addresses, Postage, Affidavit.
- ☐ **For Mobile Food Pushcarts:** 300-foot radius notification packet : Map, List, Addresses, Postage, Affidavit.

For required notification mailings:

- Envelopes will be provided by SF Public Works
- Applicant will be required to affix address labels and postage

FINAL APPROVAL CHECKLIST

Prior to final approval from Public Works, the applicant must provide the following:

- ☐ Current Department of Public Health (DPH) Certificate of Sanitation (public) and Decal
- ☐ Current San Francisco Fire Department (SFFD) Inspection Report and Decal
- ☐ Current San Francisco Business Registration Certificate
- ☐ California Department of Motor Vehicles (DMV) Vehicle Registration

Applicant understands and agrees to comply with all conditions noted on this application, the Public Works Code, Health & Safety and Fire Codes, DPW Order No. 179,044 and other local, state and federal laws governing mobile food facilities and accessibility as they may apply to this permit.

Signature of Applicant/Authorized Agent

Date

Print Name