

Mobile Food and Sidewalk Vendor Business Licence Guide

2024



CITY OF
PRINCE GEORGE



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Mobile Food and Sidewalk Vendor Business Licence Guide

A City of Prince George Business Licence is required to operate a Mobile Food and/or Sidewalk Vendor business within the City. This information guide has been developed to assist vendors that are interested in applying for a Mobile Food and/or Sidewalk Vendor Business Licence.

A Mobile Food Vendor Business Licence is required for the following businesses:

- A food truck that is a motorized, mobile, self-contained vehicle equipped to cook, prepare and/or serve food or beverages; or
- A food trailer that is a portable, self-contained trailer equipped to cook, prepare and/or serve food or beverages.

A Sidewalk Vendor Business Licence is required for the following businesses:

- A food cart is a non-motorized mobile cart having a typical area of 4.65 m², which food and/or drink(s) are dispensed.

Please note that if a Licensee operates a single Business in multiple different premises or locations, each Business is deemed a separate Business for licensing purposes, and must obtain a separate licence for each Business. For example, a single Businesses storefront and food truck each require separate Business Licences.

Business Licences must be renewed annually and expire on December 31 of each year. Should a vendor currently hold a valid Business Licence, you will receive a renewal notice in the mail in November of each year preceding expiry.

For the purpose of this guide any reference to food truck(s), food trailer(s) and food cart(s) will be called a “vendor unit”. The owner or operator of said “vendor unit” is considered a “vendor”.

The Application Process

Business Licence application form can be found online at www.princegeorge.ca > select the Business and Development tab > select Business Licences > scroll down to apply or renew a Business Licence. An application form may be picked up in person at City Hall from the Development Services Division located on the second floor.

Once the necessary supporting documentation has been obtained, submit your completed application and fees to the Business Licence Section.

Development Services
1100 Patricia Blvd.
Prince George, BC V2L 3V9

Hours of operation: 8:30 am to 5:00 pm, Monday to Friday

If you have any questions, please contact a Development Services Representative at 250-561-7611 or by email at devserv@princegeorge.ca.

Please submit a completed Business Licence application and attach the following supporting documents at time of submission to the Development Services Division:



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Requirements	Description
Business Licence Application	Please provide a complete application form online at www.princegeorge.ca or in person at City Hall.
Liability Insurance	Provide a copy of your liability insurance with the following minimum requirements: <ul style="list-style-type: none">• Inclusive limit of \$5,000,000 for Public Liability and Property Damage;• Cross Liability Clause; and• City of Prince George named as additional insured under the policy.
Northern Health Authority (Public Health Protection Branch)	It is the responsibility of the vendor to contact the Public Health Protection Branch. Approval of the vendor unit must be obtained prior to the City's Business Licence approval. Please ensure that any confirmation and approval from the Public Health Protection Branch is forwarded to the City's Development Services Division. For any questions, please contact the Public Health Protection Branch directly at 250-565-7322 or by email PublicHealth.Protection@northernhealth.ca .
Litter Plan	Please provide a site plan of the location of proposed garbage containers in relation to the mobile food and/or sidewalk vendor. The vendor must not include or use any existing City litter containers.
Photographs	Photos of all sides of the mobile food vending unit must be provided.
Permission from the property owner/event organizer	The vendor must contact the property owner and/or event organizer and receive approval for conducting a business at their location.

Once the above noted requirements have been completed and submitted to Development Services for review, the City of Prince George Fire Rescue Services will contact the vendor to arrange an inspection of the vendor unit to ensure compliance with the Mobile Food and Sidewalk Vendor Information Requirements (attached as Appendix "B").

Fire Rescue Services approval must be obtained prior to Business Licence approval and issuance.



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Pre-Approved Locations

Vendor units are permitted to operate and serve the public in select City locations and on private property in zones that permit restaurant use (as per Zoning Bylaw No. 7850, 2007, as amended and replaced) provided that written permission from the property owner or event organizer is received. Pre-approved City locations are available on a first-come-first serve basis to a limited number of vendor units. Please refer to Table 1: Vendor Details Summary below for a list of pre-approved City locations and maps of these locations attached as Appendix “A”.

If a special event is occurring adjacent to the on-street parking space or park location, permission must be obtained from the event organizer.

Locations Requiring Permitting

The City's Parks Division has additional vendor unit locations available for rent at Wood Innovation Square and Lheidli T'enneh Memorial Park. These additional locations include specific assignment of vendor pads in the approved parks with access to power and water. Costs associated with these vendor pads are outlined in the [City's Comprehensive Fees and Charges Bylaw No. 7557, 2004](#). These serviced locations must be booked online at www.princegeorge.ca/parks and have a valid permit on site.

On occasion, the City Parks Division books special events in the parks that include food vendors as part of the event. Fees are at the discretion of the event organizer and locations within the park are negotiated between the City Parks department and special event organizer.

Hours of Operation

The hours of operation for vendors on privately owned land, or participating in an event, must be approved by the property owner and/or event organizer. The hours of operation for vendors located at a pre-approved City park or on-street location is identified in Table 1: Vendor Details Summary below.

Table 1: Vendor Details Summary			
Location	Number of Vendors	Days of the Week	Hours of Operation
Duchess Park (Renwick Crescent)	2	Monday to Sunday	10:00 am to 10:00 pm
Skateboard Park – Massey Drive	1	Monday to Sunday	10:00 am to 10:00 pm
Connaught Hill Park	1	Monday to Sunday	10:00 am to 10:00 pm

Please note that it is the responsibility of the vendor to ensure they have the most current Mobile Food and Sidewalk Vendor Business Licence Guide, this guide may be updated annually.



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Parking on City Property

Parking spaces on City properties will not be reserved and are available for public use. It is the responsibility of the vendor to arrive early and ensure that parking is available for use. Required parking configurations are attached as Appendix “C”. Vehicles towing a vendor unit must be detached and parked separately from the vendor unit.

After-Hours Vending

Vendors are permitted within the Downtown from 10:00 pm to 3:00 am on Friday to Saturday. Vendors are requested to respect the above-mentioned guidelines in regards to water and electric, waste and recycling initiatives, and the parking configuration identified on Appendix “C”. Please note that any after-hours vending will not be permitted from Sunday to Thursday within the downtown.

Water and Electrical Power Sources

Electrical and water connections will not be provided on any City owned properties. Vendor units must be self-contained and capable of providing their own power and water sources.

Waste and Recycling

Vendors must provide proper waste and recycling receptacles adequate to ensure the cleanliness of the adjacent area. In addition to this, the vendor must remove any waste within a 5.0 m (16 ft) radius of their vendor unit and remove all collected waste and recycling materials for disposal at an appropriate facility.

Attachments

Appendix “A” – Maps of Pre-Approved City Park and On-Street Locations

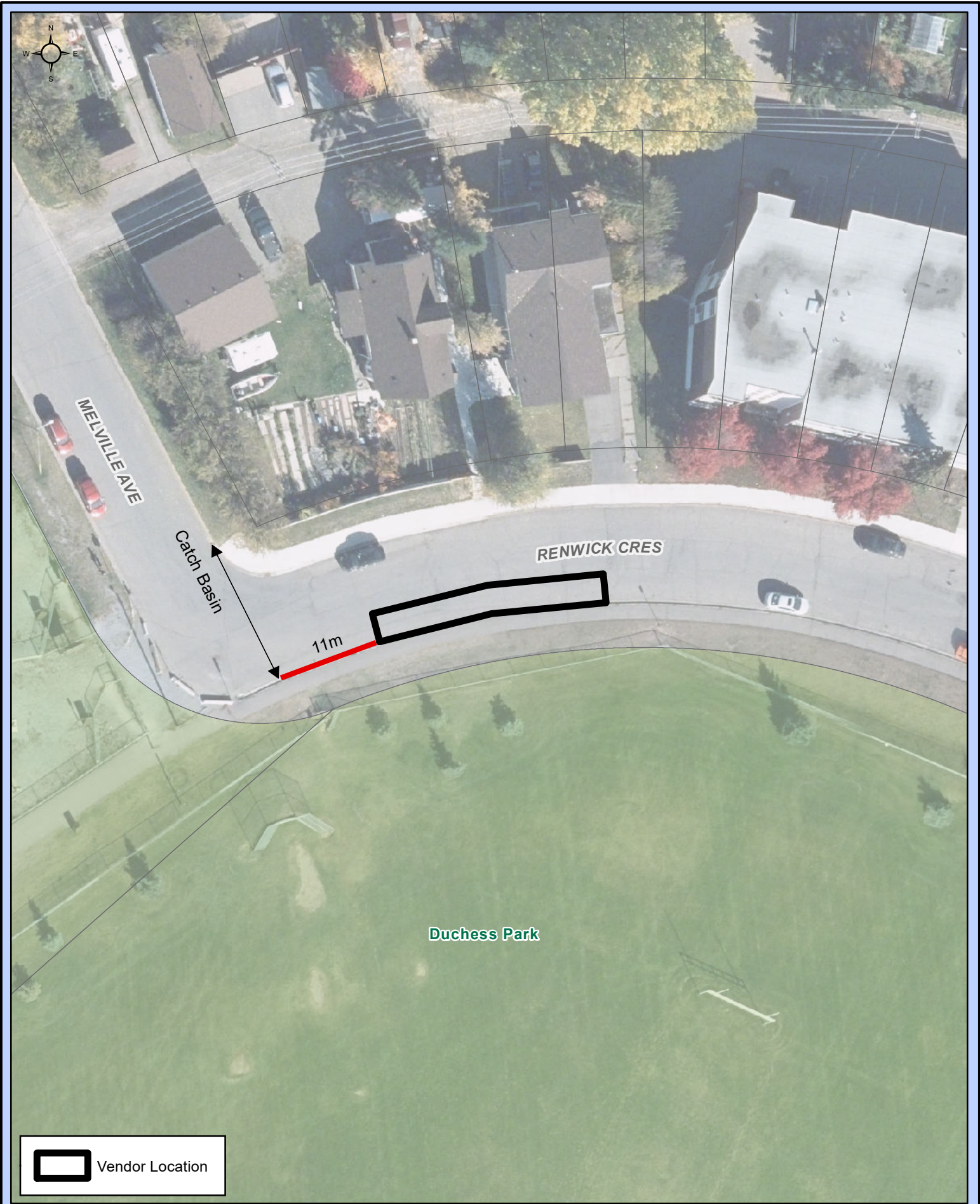
Appendix “B” – Fire Rescue Services Information and Safety Check List

Appendix “C” – Parking Configuration

Feedback

This guide is a compilation of information from various City divisions in order to streamline the approval process of Mobile Food and Sidewalk Vending Business Licensing.

Should you have any questions or comments concerning the guide content, approval process, or locations, please contact Development Services at 250-561-7611 or by email at devserv@princegeorge.ca.



Appendix "A"

Duchess Park - 2 Vendors Allowed



Carrie Jane
Gray Park



MASSEY DR



Vendor Location

0 2.5 5 10 15 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:500

Appendix "A"

Carrie Jane Gray Skateboard Park - 1 Vendor Allowed



Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:1500

Appendix "A"

Connaught Hill Park - 1 Vendor Allowed

Appendix "B"



PRINCE GEORGE FIRE RESCUE SERVICE

FIRE PREVENTION BRANCH

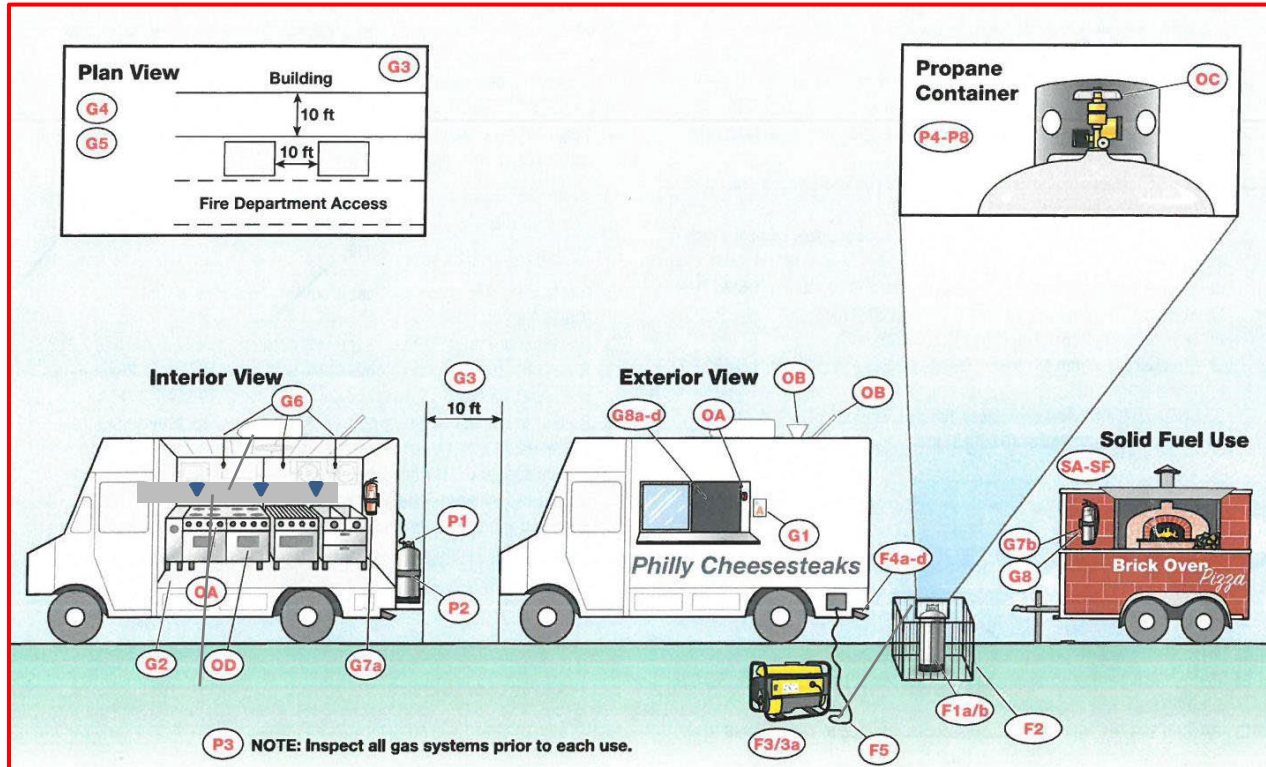
2012 Massey Drive | Prince George, BC, Canada V2M 0E9

p: 250.561.7667 | fireprevention@princegeorge.ca

www.princegeorge.ca



Prince George Fire Rescue Service (PGFRS) - Mobile Vendors Safety Check Sheet-



This safety check sheet provides mobile food vendors with safety checklists. The red keys at the end of sentences correspond with the above diagram. Please review the checklists and ensure all applicable requirements are in compliance prior to mobile vendor operation.

This is not an all-inclusive checklist. Therefore, a PGFRS Fire Inspector may identify additional measures to be completed.

British Columbia Fire Code, Division C, Part 2, Section 2.2. Sentence (1) states, "Unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this Code".

If you require clarification or additional information, please contact Prince George Fire Rescue Service Fire Prevention Branch at 250-561-7667.

General Safety Checklist:

- ☐ Obtain license or permits from the local authorities. City of PG business License, PGFRS Fire Inspection, Electrical Certification, and Technical Safety BC Directive D-GA-2014-2 Gas Inspection. **G1**
- ☐ No public seating within the mobile vendor unit. **G2**
- ☐ Clearance of at least 10 ft away from buildings, structures, vehicles and any combustible materials. **G3**
- ☐ Verify fire department apparatus access is provided for fire lanes and access roads. **G4**
- ☐ Do not block access to fire hydrants and building fire department connections. **G5**
- ☐ Recommend cooking operations that produce grease-laden vapours be NFPA 96 compliant related to the design, installation, operation, inspection, and maintenance of those cooking operations. **G6**
- ☐ Portable extinguishers are present in kitchen area; Class K and ABC multi-purpose dry chemical. **G7a**
- ☐ If using solid fuel cooking appliance that produces grease-laden vapours, ensure a listed fire extinguishing system protects the appliance area. **G7b**

- ☐ Ensure workers are trained in the following: **G8**
 - ☐ Proper use of portable fire extinguishers and extinguishing systems. **G8a**
 - ☐ Proper method of shutting off fuel sources. **G8b**
 - ☐ Proper procedure for notifying the fire department. **G8c**
 - ☐ Proper procedure for how to perform simple leak test on gas connections. **G8d**

Fuel and Power Sources:

- ☐ Verify that fuel tanks/cylinders are filled to the capacity needed for uninterrupted operation during normal operating hours. **F1a**
- ☐ Ensure that refueling is conducted only during non-operational hours. **F1b**
- ☐ Verify that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. **F2**
- ☐ Ensure that any engine-driven power source is shut down and surfaces are cool to the touch prior to refueling from a portable container. **F3**
- ☐ Make sure that exhaust from engine-driven power sources comply with the following:
 - ☐ At least 10 ft in all directions from openings, air intakes and fuel sources. **F4a**
 - ☐ At least 10 ft from every means of egress. **F4b**
 - ☐ Directed away from all buildings. **F4c**
 - ☐ Directed away from all other mobile vendors and operations. **F4d**

Propane System Integrity:

- ☐ Check that the main shutoff valve on all LP gas cylinders is readily accessible. **P1**
- ☐ Ensure that portable gas cylinders are in the upright position and secured to prevent tipping over. **P2**
- ☐ Inspect gas system prior to each use. **P3**
- ☐ Perform leak testing on all new gas connections of the gas system. **P4**
- ☐ Perform leak testing on all gas connections affected by replacement of an exchangeable cylinder. **P5**
- ☐ Document leak testing and make documentation available for review by the authority having jurisdiction. **P6**

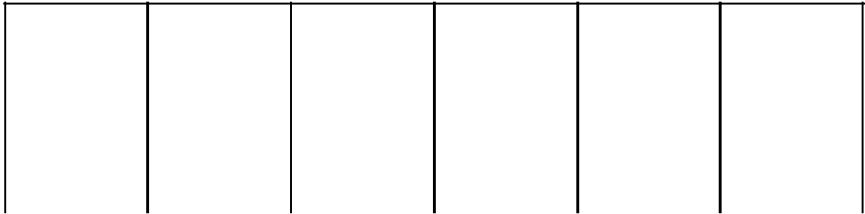
Operational Safety:

- ☐ Do not leave cooking equipment unattended while it is still hot. **OA**
- ☐ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. **OB**
- ☐ Close gas supply piping valves and gas cylinder valves when equipment is not in use. **OC**
- ☐ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. Hood system to be cleaned by a qualified hood cleaning company every 6 months. Documentation required. **OD**
- ☐ Fixed suppression system to be tested every 6 months. Testing documentation required. **G6**
- ☐ Perform the monthly owner's fixed suppression system inspection, which includes: **G6**
 - ☐ Inspect in accordance with the manufacture owner's manual, or at least,
 - ☐ The extinguishing system is in the proper location.
 - ☐ The manual actuators are unobstructed.
 - ☐ The tamper indicators and seals are intact.
 - ☐ The maintenance tag or certificate is in place.
 - ☐ No obvious physical damage or condition exists that might prevent operation.
 - ☐ The pressure gauge(s), if provided, shall be inspected physically or electronically to ensure it is in the operable range.
 - ☐ The nozzle blowoff caps, where provided, are intact and undamaged.
 - ☐ Neither the protected equipment nor the hazard has not been replaced, modified, or replaced.

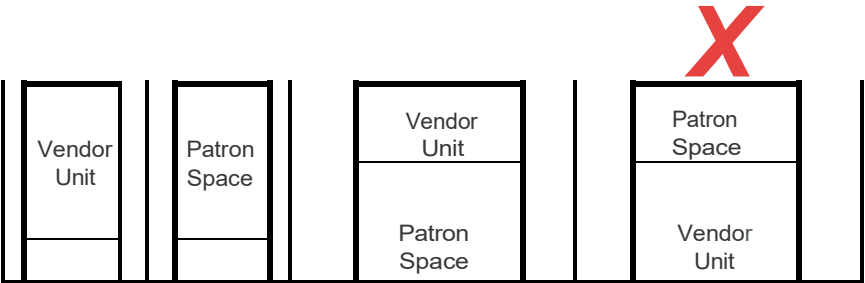
Solid Fuel Safety (Where Wood, Charcoal, Or Other Solid Fuel Is Used):

- ☐ Fuel is not stored above any heat-producing appliance or vent. **SA**
- ☐ Fuel is not stored closer than 3 ft to any cooling appliance. **SB**
- ☐ Fuel is not stored near any combustible/flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. **SC**
- ☐ Fuel is not stored in the path of the ash removal or near removed ashes. **SD**
- ☐ Ash, cinders, and other fire debris shall be removed from the firebox at regular intervals and at least once a day. **SE**
- ☐ Removed ashes, cinders, and other removed fire debris shall be placed in a closed, metal container, extinguisher with water and located at least 3 feet from any cooking appliance. **SF**

Parking Lot Options



Driving Lane



Sidewalk

Angle Parking Options

Driving Lane

