



City of St. Augustine
Public Works Department

Mobile Food Vendor REQUIREMENTS

City Hall – Public Works Department
75 King Street, Elevator Lobby B, 4th Floor
P.O. Box 210, St. Augustine, FL 32085-0210
Phone: (904) 825-1040
www.CityStAug.com

Email all required documents to PublicWorks@CityStAug.com, or hand deliver or mail directly to the Public Works Department at the above address. Public Works will not sign-off on the business license until all requirements have been satisfied.

Note: Mobile food vendors are not allowed to connect to City water and sewer service lines.

1. Complete the required **Public Works Mobile Food Vendor Application form**.
2. Submit a site plan to Public Works indicating where mobile food unit will be set up on the property. Identify any customer seats that are existing and/or proposed at the location (fees may apply for seats).
3. Submit a scaled drawing of the mobile food unit, showing all kitchen equipment and plumbing fixtures, including sinks, oven, microwaves, etc.
4. A grease interceptor is required (see options and requirements below):

Option 1: Install grease interceptor within the mobile food unit to receive drainage from fixtures and equipment with grease-laden waste, i.e. the kitchen sink. Requirements:

- Submit plumbing schematic indicating fixtures discharging to grease interceptor.
- Provide size of grease interceptor and dimensions of sink.
- Grease interceptor must be an approved device meeting the requirements of the [City's Fats, Oils & Grease Program Manual](#).
- Maintain an on-site cleaning/maintenance log documenting date, time, volume removed and name of person performing activity.

Option 2: Discharge wastewater into an approved commissary's grease interceptor. Requirements:

- Commissary must be inside the [City Utility Service Area](#) or within 10 miles of vending location.
- Submit a signed agreement for waste disposal – [use this Commissary Form](#).
- Maintain an on-site log of wastewater disposed at Commissary. Include date, time, volume removed and name of person discharging.

5. Used fryer oil must be recycled with a rendering company, either through commissary or on-site.
6. A reduced pressure backflow preventer is required on the potable water service that will be used to fill the mobile food unit. A passing test report must be submitted prior to Public Works signing off on the business license. Requirements:

If backflow preventer is already installed:

- Submit current backflow preventer test report (within past 12 months). If test fails, device must be repaired and retested.

If backflow preventer is not yet installed:

- Installation guidelines and approved backflow devices are available on the [City website](#). Submit proposed device and installation location for Public Works approval **before** installation. Device must be tested by a certified backflow prevention assembly tester immediately following installation, and annually thereafter, with test report submitted to Public Works (Backflow@CityStAug.com).



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7. Solid Waste (trash) service must be obtained (see options and requirements below):

Option 1: Obtain a signed letter of agreement for solid waste service from the utility bill account holder at the physical address where the mobile food unit will be located for vending. Letter must be on the account holder's business letterhead stating all of the following:

" [Utility bill account holder] hereby allows [mobile food vendor name] to deposit their solid waste materials in [utility bill account holder]'s [dumpster/cart] for the duration of the [mobile food vendor name] operating on [utility bill account holder]'s business property located at [physical address]. [Utility bill account holder] understands that the City will monitor the [dumpster/cart], and if an increase in service is required, [utility bill account holder] will be billed accordingly. "

**** If the utility billing account is closed for any reason, then the mobile food vendor is responsible for obtaining a new agreement with the new account holder and submitting this agreement to the Public Works Department; or, mobile food vendor must open their own "Trash Only" billing account ****

Option 2: Set-up a "Trash Only" account by contacting Customer Service at (904) 825-1037 or UtilityBilling@CityStAug.com. Minimum charge is \$25 per month and will be adjusted based on volume of trash generated at site.

Submittals to the Public Works Department:

- ☐ Completed Mobile Food Vendor Application form
- ☐ Site plan showing mobile food unit location, and any seats
- ☐ Scaled drawing of mobile food unit showing all kitchen equipment, plumbing fixtures, etc. If grease interceptor is installed, include a plumbing schematic.
- ☐ Commissary Form (if applicable)
- ☐ Backflow preventer test report (if device is already installed)
- ☐ Solid waste signed letter of agreement (if applicable)

PROTECT OUR WATERWAYS FROM ILLICIT DISCHARGES



ONLY wash hood fan filters, floor mats and other kitchen equipment in a sink or wash down area that is connected to a grease trap on the sanitary sewer line.

It is **UNLAWFUL** to wash these items in streets or alleys where discharged water will flow into storm drains.

Violators may be subject to fines per City Code of Ordinances, Chapter 29, Article III, Section 29-43.



City of St. Augustine
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Mobile Food Vendor
APPLICATION FORM

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Section 1: Applicant Information

First Name:	Middle Initial:	Last Name:
Mailing Address:		
City:	State:	Zip Code:
Email:	Daytime Phone Number:	

Section 2: Mobile Food Unit Information

Business Name:
Vending Location Address:
FL Dept of Business and Professional Regulation License #:
Type of unit: <input type="checkbox"/> Mobile Food Dispensing Vehicle <input type="checkbox"/> Hot Dog Cart
Will location include a seating area? <input type="checkbox"/> Yes, _____ # seats (fees may apply) <input type="checkbox"/> No
Is vehicle self-sufficient?* <input type="checkbox"/> Yes <input type="checkbox"/> No (must submit Commissary Form)

**Self-sufficient means all food activities are performed inside the vehicle, such as storing food, preparing food, dishwashing, etc.*

Section 3: Wastewater / Fats, Oils & Grease

Wastewater must be routed through a grease interceptor; select one of the following options:

- ☐ Grease interceptor is installed as part of the mobile food unit, between the sink drain(s) and wastewater tank
- ☐ Discharge into a Commissary's grease interceptor (**must submit Commissary Form**)

Used fryer/cooking oil disposal: ☐ Using Commissary ☐ On-site collection bin for rendering company

Section 4: Potable Water

A reduced pressure backflow preventer is required on the potable water service that will be used to supply water to the mobile food unit. Environmental Compliance staff will review backflow preventer information currently on file and contact applicant with requirements. If assembly is already installed, a current passing test report must be submitted from within the last 12-months. If assembly is not yet installed, [installation procedures](#) will be provided.

Address from which potable water will be obtained: _____

Section 5: Solid Waste (Trash Service)

Select one of the following options:

- ☐ Use the trash service currently provided at the property (must submit solid waste signed letter of agreement; see page 2 of **Mobile Food Vendor Requirements**)
- ☐ Open a "Trash Only" account - contact Customer Service at (904) 825-1037 or UtilityBilling@CityStAug.com

Section 6: Required Supporting Documents

The following documents must be submitted with this form:

1. Site plan showing where mobile food unit will be set up for business, and any existing/proposed seats
2. Scaled drawing of mobile food unit showing all kitchen equipment, plumbing fixtures, etc.
3. Commissary Form (if applicable)
4. Backflow preventer test report (if device is already installed)
5. Solid waste signed letter of agreement (if applicable)

Section 7: Applicant Signature

Signature: _____ Date: _____

*Submit completed form and supporting documents to the Public Works Department at the contact information listed in the upper right corner, preferably via email PublicWorks@CityStAug.com.
Public Works will not sign off on the business license until all requirements have been satisfied.*



City of St. Augustine
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Mobile Food Vendor
COMMISSARY FORM

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*If the mobile food unit will utilize a **Commissary** for water supply and/or wastewater disposal, then submittal of this form is required to Public Works along with the **Mobile Food Vendor Application form**. If a Commissary will **not** be used, then the mobile food unit must be self-sufficient and have in-unit grease interceptor installed.*

Section 1: Mobile Food Vendor

Business Owner Name: _____

Mailing Address: _____

City: _____	State: _____	Zip Code: _____
Email Address: _____		Daytime Phone Number: _____

Vending location address: _____

Section 2: Commissary Information

Commissary Business Name: _____

Commissary Physical Address: _____

City: _____	State: _____	Zip Code: _____
Email Address: _____		Daytime Phone Number: _____

Utilizing commissary for: ☐ Water Supply (refer to section 3) ☐ Wastewater Disposal (complete section 4)

Section 3: Commissary Water Supply

A reduced pressure backflow preventer is required on the potable water service from which the mobile food vendor will fill. If backflow preventer is already installed, a current passing test report must be submitted dated within the last 12-months. If assembly is not yet installed, installation guidelines and a list of approved backflow preventers are available on the City's website at:

http://www.citystaug.com/document_center/Publicworks/EnvComp/BackflowPreventerInstallations.pdf

Note: Reduced pressure backflow preventers must be tested annually by a certified backflow tester. The commissary location is responsible for having this test performed and submitting results to Backflow@CityStAug.com.

Section 4: Commissary Wastewater Disposal

Wastewater must be disposed in a location that flows through the grease interceptor. The flow rate must be limited to the design flow of the grease interceptor.

Commissary grease interceptor size: _____ Gallons; or _____ Pounds

Volume of mobile food vendor's wastewater tank: _____ Gallons

Anticipated frequency of disposal: _____ times per week, or other: _____

Mobile food vendor will be utilizing commissary's used cooking oil recycling bin: ☐ Yes ☐ No

Note: The City of St. Augustine Fats, Oils & Grease Program conducts routine inspections on facilities with grease interceptors connected to the City's sewer system. The commissary location is responsible for cleaning and maintaining their grease interceptor to maintain compliance. More information is available on the City's website:

http://www.citystaug.com/government/public_works/wastewater/CommercialFOGProgram.php

Section 5: Commissary Owner Signature

Printed Name: _____ Title: _____

Signature: _____ Date: _____

*Submit completed form to the Public Works Department at the contact information listed in the upper right corner, preferably via email PublicWorks@CityStAug.com. Public Works will **not** sign off on the business license until all requirements have been satisfied.*

City Hall Office Hours: Mon - Fri, 8:00am - 5:00pm ■ Environmental Compliance Office Hours: Mon - Thurs, 7:00am - 4:30pm and Fri, 7:00am - 11:00am