

## CHECKLIST

### ALL MOBILE FOOD VENDORS

- Register your trade name at Consumer & Corporate Affairs (if you are naming the business anything other than your name)
- Receive approval from Workers' Compensation (if you have employees)
- Obtain approval from Environmental Health
- Obtain Business License

### VENDORS ON PUBLIC PROPERTY

If you are assigned a site via the lottery process, or you obtain a site over the counter after the lottery:

- Obtain a Development Permit for Commercial – Temporary; application to include the following:
  - Completed application form and signed Terms of Reference
  - The permit fee
  - Letter of intent including hours and days of operation
  - Photograph of vending unit
  - Sketch plan of the site
  - Proof of Business License
  - Proof of \$2,000,000 liability insurance with City named as additional insured
  - Proof of third party permitting or licensing, if applicable

### VENDORS ON PRIVATE PROPERTY

Mobile food vendors on private property must obtain the following:

- Development Permit for Home-based Business
- Written permission from property owner to operate on the site

*This pamphlet is for reference purposes only—complete up-to-date details can be obtained by contacting Planning and Sustainability Services.*

## CONTACTS

### City Planning and Sustainability Services (for enquiries related to the food vendor lottery process).

4210 4th Ave  
Whitehorse, YT  
668-8338

### City Land and Building Services (for enquiries related to permits and licenses).

4210 4th Ave  
Whitehorse, YT  
668-8346

### City Bylaw Services

305 Range Road  
Whitehorse, YT  
668-8317

### Whitehorse City Hall

2121 2nd Ave  
Whitehorse, YT

### YG Consumer and Corporate Affairs

307 Black Street  
Whitehorse, YT  
667-5314

### Yukon Workers' Compensation Health & Safety Board

401 Strickland Street

## 2018 MOBILE FOOD VENDORS



THE WILDERNESS CITY



2121 SECOND AVE  
WHITEHORSE, YUKON  
Y1A 1C2

[WWW.WHITEHORSE.CA/FOODVENDORS](http://WWW.WHITEHORSE.CA/FOODVENDORS)





## ALL MOBILE FOOD VENDORS

### GETTING STARTED

All mobile food vendors must obtain a Business License. Applications can be printed from the City website at [www.whitehorse.ca](http://www.whitehorse.ca) or can be obtained at the Land and Building Services office located at 4210 4th Avenue.

## VENDORS ON PUBLIC PROPERTY

### VENDOR SITES

In efforts to encourage and promote mobile food vending Downtown, the City has designated 9 sites based on their high profile locations and suitability for food vending. Sites are allocated to vendors on an annual basis. Vendors are not permitted to operate anywhere on public property other than a site that has been allocated to them.

The sites are distributed via a lottery process, held in the Spring of each year. Sites not allocated during the lottery process are available over the counter on a first-come, first-served basis.

### APPLICATIONS

Application packages for the Spring lottery can be obtained by emailing [procurement@whitehorse.ca](mailto:procurement@whitehorse.ca). The application process started on March 7, 2018 and will be available until April 6, 2018. Applicants should review the Terms of Reference and conduct site visits at the sites they are interested in. Vendors must submit a business plan with their application describing their vending apparatus, menu, operations plan and financial goals.

### SITE REGULATIONS

Specific rules are in place regarding start and end dates, frequency of operation, hours of operation, use of electricity (if available), etc. These rules vary by site and are reviewed annually—up-to-date rules are in the application package.

### REQUIRED PERMITS

In addition to a Business License, mobile food vendors operating on public property must obtain a Development Permit for Commercial – Temporary. The applicant is required to submit a letter of intent including hours and days of operation, a photograph of the vending unit, a sketch plan of the site, proof of a valid business license, proof of \$2,000,000 liability insurance with the City named as an additional insured, and proof of any third party permitting or licensing.

### MORE INFORMATION

Visit [www.whitehorse.ca/foodvendors](http://www.whitehorse.ca/foodvendors) for more information on the lottery and operating on public property.

## VENDORS ON PRIVATE PROPERTY

Vendors not wishing to participate in the allocation process for sites on public property may operate on private property, with the consent of the property owner and with all other applicable approvals, permits and licenses.

Vending on private property is limited to zones in which “eating and drinking establishment” is a permitted use under the City’s Zoning Bylaw.

### REQUIRED PERMITS

Mobile food vendors operating on private property must obtain a Business License and a Development Permit. The application for a permit must include written permission of the property owner to operate on the site.

## FEES

Fees charged by the City are set out in the Fees and Charges Bylaw. Current fees are as follows:

	Vendors on Public/Private Property
Business License (6 month)	\$100
Development Permit	\$275

There is no fee to enter the lottery for sites on public property.



Mobile food vending is a great way for people to try their business idea without the capital investment of a storefront