



Development Services
600 W Blue Heron Blvd
Riviera Beach, Fl 33404
561-845-4060

Mobile Vending Submittal Requirements

Mobile Vendor is a person who peddles, vends, sells, displays, offers to sell or gives away merchandise from a mobile vending unit which is parked or located on a parcel of private property.

- A. Mobile Food Trucks: A vehicle which is used to vend food and beverage products and is classified as one of the following:
 - 1. Mobile Food Dispensing Vehicles (MFDV) (State approvals expire December 1st annually)
 - a. The term “mobile food dispensing vehicle” means any vehicle that is a public food service establishment and that is self-propelled or otherwise movable from place to place and includes self-contained utilities, including, but not limited to, gas, water, electricity, or liquid waste disposal. (FS 509.102)
 - b. Regulation of mobile food dispensing vehicles involving licenses, registrations, permits, and fees is preempted to the state Department of Business and Professional Regulations.
 - c. The City of Riviera Beach regulates MFDV pursuant to Chapter 10, Article VIII Mobile Vendors as permitted by FS 509.102 (3).
 - 2. Mobile Food Establishment (MFE): (State approvals expire December 1st annually)
 - a. Mobile food establishments are individuals selling foods (other than fresh fruits and vegetables) from trucks, trailers or similar self-propelled conveyances, or non-fixed structures such as tables, booths or kiosks.
 - b. The Florida Department of Agriculture and Consumer Services (FDACS) regulates mobile food establishments that sell only prepackaged foods or non-potentially hazardous food items. No preparation or assembly of food or beverages may take place on or in the vehicle.
 - c. The City of Riviera Beach regulates MFE pursuant to Chapter 10, Article VIII Mobile Vendors, Section 10-267.
- B. Mobile Vendor-non-food related:
 - 1. Mobile Vendors are required to obtain a City of Riviera Beach Business Tax Receipt (BTR) and Certificate of Use (COU) prior to operating in the City of Riviera Beach.

C. Submittal Requirements:

Please complete the City of Riviera Beach Mobile Vending Access Agreement form, which can be obtained from the Planning and Zoning Division (561-845-4060). Submit the completed form to the Planning and Zoning Division. Please include the following required documents:

- A completed signed and notarized **Mobile Vendor Access Agreement Form**
- Copy of State License.
- Copy of fictitious name or articles of incorporation.
- A notarized letter from the property owner, on company letterhead, giving permission for the location of the Mobile Vendor. The letter shall include a statement by the owner that the Mobile Vendor shall comply with the requirements of the City Code as it relates to licensing requirements, location, hours of operations, signage and general regulations. Please refer to attached Mobile Vending Regulations.
- Site-map, including location of the mobile vending vehicle, existing business and parking.
- The completed application package should be submitted to the Planning and Zoning Division. A \$20.00 (nonrefundable) application fee will be invoiced upon submittal.
 - Please note, for Mobile Vendor-non-food related, upon application approval, there will be an additional fee due for the Certificate of Use and Business Tax Receipt.