



CITY OF KENAI MOBILE FOOD VENDOR  
APPLICATION

City of Kenai  
210 Fidalgo Avenue  
Kenai, AK 99611  
Phone: 283-8231  
Fax: 283-5068  
Email: [cityclerk@kenai.city](mailto:cityclerk@kenai.city)

Contact Information	
Applicant Name:	Phone No.:
Email Address:	
Mailing Address:	
Residential Address:	
Business Name:	
Food Vending Unit Information	
Description of the food vending unit business and activity to be conducted:	
Type of Vehicle/Wagon/Trailer/Facility:	
License Number:	
VIN/Registration Number:	
<p>The following items must be submitted with the application:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Copy of a current valid permit issued by the Alaska Department of Environmental Conservation, Division of Environmental Health.</li><li><input type="checkbox"/> The annual Mobile Food Vending fee as provided in the City of Kenai Fee Schedule. (Licenses are valid for the term of January 1<sup>st</sup> until December 31<sup>st</sup> of each year)</li><li><input type="checkbox"/> A Tax Compliance Certificate by the Kenai Peninsula Borough Finance Department that the owner(s) is current in the payment of any tax to the City of Kenai and the Kenai Peninsula Borough.</li><li><input type="checkbox"/> Certificate of Insurance: Personal Injury- \$100,000, Aggregate Damage-\$300,000, Property Damage-\$50,000 (Policy shall provide for not less than thirty days written notice to the City Clerk of cancellation for expiration or substantial change in policy conditions and coverage.)</li></ul>	
<p><b>Note:</b> Pursuant to IFC 906, every vendor is required to have minimum of one 2A-10BC rated fire extinguisher. Cooking vendors using deep fat fryers are required to have a 3A-40BC rated or type K fire extinguishers. All extinguishers shall be in a conspicuous location, not obstructed and easily accessible. All fire extinguishers shall receive annual service and shall be tagged.</p>	
Affirmation Statement	
I certify that the above information and statements are true, correct and complete and that I have read and understand Kenai Municipal Code Chapter 5.25.	
Applicant Signature:	Date:
<p>FOR CITY CLERK'S OFFICE USE ONLY:      Submission Date: _____      Received By: _____</p> <p>Following Items Received:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Copy of current valid permit by ADEC</li><li><input type="checkbox"/> Mobile Food Vendor Unit License Fee (<i>Pursuant to Fee Schedule</i>)</li><li><input type="checkbox"/> Tax Compliance Certificate      and      <input type="checkbox"/> Certificate of Insurance</li></ul> <p>Application    <input type="checkbox"/> Approved    <input type="checkbox"/> Denied for _____    <input type="checkbox"/> Revoked for _____</p> <p>Distribution: Original – Clerk's Office / Copy – Applicant / Copy – Police Department / Copy – Fire Department</p>	



## Sales Tax Compliance Certification

City of Kenai  
210 Fidalgo Avenue  
Kenai, AK 99611  
Phone: 283-8231  
Fax: 283-5068  
Email: [cityclerk@kenai.city](mailto:cityclerk@kenai.city)

Please complete and return this form to the City of Kenai Clerk's Office. We will contact the Kenai Peninsula Borough Sales Tax department for certification.

Business Name: \_\_\_\_\_

Business Type: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship/Individual

Owner(s) Name(s): \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

As a business or individual, have you ever conducted business within the Kenai Peninsula Borough? ☐ YES ☐ NO

If Yes, Kenai Peninsula Borough Sales Tax Registration Number: \_\_\_\_\_

### TO BE COMPLETED BY BOROUGH PERSONNEL

I hereby certify that the above-named business or individual(s) are, to the extent ascertainable, found to be:

☐ **In compliance** with all Borough sales tax provisions.

☐ **Not in compliance** with all Borough sales tax provisions.

\_\_\_\_\_  
(Signature Required)  
Kenai Peninsula Borough Finance Department

\_\_\_\_\_  
(Date)

# City of Kenai Mobile Food Vendor License Regulations and Fees

## Purpose

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The City of Kenai has ordinances and regulations in place for the operation of Mobile Food Vendors in City limits. These regulations apply to all persons operating a Mobile Food unit within Kenai City limits. This document has been prepared as an informational guide and is not inclusive of all ordinances and regulations.

## Administration and General Provisions

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The Kenai City Clerk is charged with administration of the Mobile Food Vendor Licensing Program. The Mobile Food Vendor License is valid from the date of issue through December 31 of that year. The licensing fee is established and maintained in the City Clerk's Schedule of Rates, Charges, and Fees. No license may be sold, conveyed, or otherwise transferred to any other person at any time. If a business is sold, the new owners shall make an original application for a license if the new owner wishes to continue or to resume operation in Kenai City limits.

## Licensing

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Applications for a mobile food vending unit license, defined as any type of vehicle, wagon, or trailer, which is designed to be readily movable and from which any food or beverage is prepared for immediate consumption and sold or offered for sale to the public at any location, whether on private or public property, within the boundaries of the City, shall be made in writing to the City Clerk on forms prescribed and furnished by the Clerk.

Along with the completed application, the applicant shall also furnish a copy of a current valid permit issued by the Alaska Department of Environmental Conservation, Division of Environmental Health, the mobile food vending fee as provided in the fee schedule, certification that the owner(s) is current in the payment of any tax to the City of Kenai and the Kenai Peninsula Borough, and a certificate of insurance.

## Conduct of Business

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A mobile food vendor may not operate from a location on a public street, alley, or right-of-way for a period of time in excess of one (1) hour, unless the operator acquires written permission from the City Clerk to operate for a longer period of designated time to provide service to the public.

Notwithstanding the provisions above, mobile food vendor may not operate on a public street, alley, or right-of-way where such operation would interfere with the normal flow of traffic, cause a safety hazard to pedestrians, or where the stopping or standing of the food vendor's vehicle

would violate State or local traffic regulations, or any other regulations required by Title [13](#) of the Alaska Administrative Code, entitled “Public Safety.”

The mobile food service may not be operated in front of or immediately adjacent to any established business offering the same or similar commodities upon a fixed location.

No person may operate as a mobile food vendor within the boundaries of a City park unless such operation has been approved by the City Clerk in writing.

No person may operate as a mobile food vendor in a way that interferes with other businesses through excessive noise, odor, or other nuisances.

The mobile food vendor must provide for the collection and removal of all waste from the site at the end of each day of operation.

The mobile food vendor must operate in compliance with the regulations found in the City’s sign code.

The mobile food vendor must post in a conspicuous place, able to be observed by the general public, both the permit issued from the Alaska Department of Environmental Conservation and the mobile food vendor license issued by the City of Kenai.

## Penalties

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Any person who violates [Chapter 5.25](#) of Kenai Municipal Code, or the terms, conditions, or limitations of any license issued shall be subject to a civil penalty or injunctive relief to restrain the person from continuing the violation. Each day of violation of any provision of [Chapter 5.25](#) of Kenai Municipal Code shall constitute a separate offense.