

Photos: \_\_\_\_\_  
Insurance: \_\_\_\_\_  
Inspection: \_\_\_\_\_  
State App: \_\_\_\_\_

**City of Portland**  
**Office of the City Clerk**  
**389 Congress Street**  
**Portland, ME 04101**  
**(207) 874-8557**

New \$35 Renewal \$25  
Base Station Inspection Fee \$110  
License Fee \$295  
Night Vending \$60  
3.5 sq ft cooler storage \$35

**Application for Mobile FSE, Pushcart, or Ice Cream Truck**  
**(Annual License expires March 31)**

Business Name \_\_\_\_\_  
(as it appears on the State License)  
Mailing Address \_\_\_\_\_ ZIP \_\_\_\_\_

Applicant \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant's Address \_\_\_\_\_ ZIP \_\_\_\_\_

Base Station Address \_\_\_\_\_  
Cart Storage Address at Night \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Cooler Storage \_\_\_\_\_ (limit 2 or 7 sq ft) Night Vending (**10PM to 12AM ONLY**) \_\_\_\_\_

Park/Deering Avenues by Hadlock Field, Portland Expo, Ice Arena, and/or Fitzpatrick Stadium \_\_\_\_\_  
(supplemental application will need to be completed)

Items to be Offered for Sale (Menu) \_\_\_\_\_  
(carts are inspected & licensed per menu submitted)

Food With Preparation \_\_\_\_\_ On-Cart \_\_\_\_\_ Food Without Preparation \_\_\_\_\_

Does the award of this license benefit any City employee? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please Read and Sign:**

Please contact Code Enforcement for specific requirements for size and health code requirements for your cart/mobile unit and inspections (874-8703 or 874-8693 or [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)). Areas of operation are in the "B" zone. There is a map in the Zoning Dept, Room 315 or on the City's website, [www.portlandmaine.gov](http://www.portlandmaine.gov). Pushcarts and Mobile FSE Units hours of operation are between 6AM and 10PM. An additional permit for night vending between 10PM and 12AM is available for \$60. Pushcarts must stay 65 feet from any licensed food vendor/establishment. Additional storage space for coolers is available at \$35 per 3.5 sq ft, not to exceed 7 sq. ft. Mobile Food Service Units must move at least every 12 hours. Ice Cream Trucks hours of operation are between 11AM and 8PM ONLY and must stay 500 feet from any licensed food establishment. Ice Cream Trucks may not stay in one location longer than 15 minutes. All of the above are required to provide a certificate of insurance to the City Clerk's Office as well as two photos of the mobile food vending unit. Please contact the Maine Dept of Health & Human Services for State License requirements at 287-3707.

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license. It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect to hereto. Applicant has read and understands the City of Portland's Pushcart/Mobile FSE Rules and Regulations.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_