

## TRANSIENT MERCHANT LICENSING PROCEDURE

1. City of Hood River provides to Applicant:
  - Application for Transient Merchant vending operation
  - HRMC 5.07 (new applicants only; not renewals)
  
2. Applicant to provide to the City of Hood River:
  - \_\_\_\_\_ Completed Application for Transient Merchant vending; signed
  - \_\_\_\_\_ \*Fee Paid – Class 1 \$357/ fee is non-refundable
  - \_\_\_\_\_ \*Fee Paid – Class 2 (\$92 - 1<sup>st</sup> 30 day period) (\$18 renewal fee - 30 day renewal) fee is non-refundable
  - \_\_\_\_\_ \*Fees for Inspection in addition to license fee – when required
    - Food Cart Inspection (food cooked with open flame) \$97
    - Annual Fireworks Booth Inspection (in addition to license fee) \$132
    - Annual Fireworks in Tent (in addition to license fee) \$168
    - Annual Fireworks Display (in addition to license fee) \$234
  - \_\_\_\_\_ Copy of picture ID for police criminal history inquiry
  - \_\_\_\_\_ Google map of proposed vending area, showing its location and how it will be placed on the property.
  - \_\_\_\_\_ Written approval by **OWNER** of property
  - \_\_\_\_\_ Certificate of Insurance of \$1,000,000 general liability naming City of Hood River as additional insured

When applicable these items need to be provided by applicant:

- \_\_\_\_\_ Copy of License to Operate issued by the local Health Authority (for example: Hood River County Health Department, or Oregon Department of Agriculture, Food Safety Division), and/or demonstrate that a license/operational review is in process and that the license will be submitted prior to commencing public food service operations
  - \_\_\_\_\_ Garbage Management and Wastewater Removal Plan – Food Truck Vendors
  - \_\_\_\_\_ Identification of Owner, Partners and Employees
  - \_\_\_\_\_ Fire Inspection 541-386-3939 Ext. 2
  - \_\_\_\_\_ Other
3. City forwards copy of picture ID to police for background check.  
Note: Signature required as to recommendation from Chief of Police
  
  4. Forward application to Fire Chief for recommendation
  
  5. Transient Merchant license issuance letter should accompany license (Rules of Transient Merchant License)

### **Note:**

A license to a **Class 1** transient merchant is issued for a single period per calendar year, not to exceed 180 consecutive days, with no renewals or extensions. The use of City utilities (water, storm sewer or sanitary sewer)

A license to a **Class 2** transient merchant is issued for a period of 30 consecutive days, with a maximum of 5 renewals (if no changes) per calendar year (maximum 180 days).

**Routing to various departments will be done at weekly Staff Meetings Tuesday at 10:30am**

**Information for Food Vendors: Oregon Food Code**

**Wastewater:**

**5-402.13 Conveying Sewage.**

Sewage shall be conveyed to the point of disposal through an approved sanitary sewage system or other system, including use of sewage transport vehicles, waste retention tanks, pumps, pipes, hoses, and connections that are constructed, maintained, and operated according to law.

**5-402.14 Removing Mobile Food Establishment Wastes.**

Sewage and other liquid wastes shall be removed from a mobile food establishment at an approved waste servicing area or by a sewage transport vehicle in such a way that a public health hazard or nuisance is not created.

(A) Mobile food units that generate only gray water liquid wastes may hand-carry those wastes to a specific disposal location approved by the regulatory authority.

(B) The waste transport container must be designed and intended to hold and transport gray water without leaks or spills and have a capacity no greater than 20 gallons.

**Garbage:**

**5-501.15 Outside Receptacles.**

(A) Receptacles and waste handling units for refuse, recyclables, and returnables used with materials containing food residue and used outside the food establishment shall be designed and constructed to have tight-fitting lids, doors, or covers.

(B) Receptacles and waste handling units for refuse and recyclables such as an on-site compactor shall be installed so that accumulation of debris and insect and rodent attraction and harborage are minimized and effective cleaning is facilitated around and, if the unit is not installed flush with the base pad, under the unit.

**5-501.110 Storing Refuse, Recyclables, and Returnables.**

Refuse, recyclables, and returnables shall be stored in receptacles or waste handling units so that they are inaccessible to insects and rodents.

**5-501.111 Areas, Enclosures, and Receptacles, Good Repair.**

Storage areas, enclosures, and receptacles for refuse, recyclables, and returnables shall be maintained in good repair.

**5-501.112 Outside Storage Prohibitions.**

(A) Except as specified in ¶ (B) of this section, refuse receptacles not meeting the requirements specified under ¶5-501.13(A) such as receptacles that are not rodent-resistant, unprotected plastic bags and paper bags, or baled units that contain materials with food residue may not be stored outside.

(B) Cardboard or other packaging material that does not contain food residues and that is awaiting regularly scheduled delivery to a recycling or disposal site may be stored outside without being in a covered receptacle if it is stored so that it does not create a rodent harborage problem.

**5-501.113 Covering Receptacles.**

Receptacles and waste handling units for refuse, recyclables, and returnables shall be kept covered:

- (A) Inside the food establishment if the receptacles and units:
  - (1) Contain food residue and are not in continuous use; or
  - (2) After they are filled; and
- (B) With tight-fitting lids or doors if kept outside the food establishment.

5-501.116 Cleaning Receptacles.

(A) Receptacles and waste handling units for refuse, recyclables, and returnables shall be thoroughly cleaned in a way that does not contaminate food, equipment, utensils, linens, or single-service and single-use articles, and waste water shall be disposed of as specified under § 5-402.13.

(B) Soiled receptacles and waste handling units for refuse, recyclables, and returnables shall be cleaned at a frequency necessary to prevent them from developing a buildup of soil or becoming attractants for insects and rodents.

6-202.110 Outdoor Refuse Areas, Curbed and Graded to Drain.

Outdoor refuse areas shall be constructed in accordance with law and shall be designed and maintained to prevent the accumulation of liquid waste that results from the refuse and from cleaning the area and waste receptacles.

6-405.10 Receptacles, Waste Handling Units, and Designated Storage Areas.

Units, receptacles, and areas designated for storage of refuse and recyclable and returnable containers shall be located as specified under § 5-501.19.