

# Mobile Food and Sidewalk Vendor Business Licence Guide

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2025



# Mobile Food and Sidewalk Vendor Business Licence Guide

A City of Prince George Business Licence is required to operate a Mobile Food and/or Sidewalk Vendor business within the City. This information guide has been developed to assist vendors that are interested in applying for a Mobile Food and/or Sidewalk Vendor Business Licence.

A Mobile Food Vendor Business Licence is required for the following businesses:

- A food truck that is a motorized, mobile, self-contained vehicle equipped to cook, prepare and/or serve food or beverages; or
- A food trailer that is a portable, self-contained trailer equipped to cook, prepare and/or serve food or beverages.

A Sidewalk Vendor Business Licence is required for the following businesses:

- A food cart that is a non-motorized mobile cart having a typical area of 4.65 m<sup>2</sup> from which food and/or drink(s) are dispensed.

Please note that if a Licensee operates a single Business in multiple different premises or locations, each Business is deemed a separate Business for licensing purposes, and must obtain a separate licence for each Business. For example, each food truck operated by a business requires its own Business Licence.

Business Licences must expire on December 31 of each year. Licences do not automatically renew, and a new Fire inspection will be required should a vendor wish to renew for the next year.

For the purpose of this guide any reference to food truck(s), food trailer(s) and food cart(s) will be called a “vendor unit”. The owner or operator of said “vendor unit” is considered a “vendor”.

## The Application Process

### 1. Business Licence Application

New Business Licence applications can be submitted online at [princegeorge.ca/city-services/permits-applications/business-licence-application](http://princegeorge.ca/city-services/permits-applications/business-licence-application) by selecting “New Application” and filling out the required information (Figure 1). The business location should be the location at which the vendor unit is stored. If the vendor unit will be parked at a residential address, please ensure “Home Business” is selected as the business type (Figure 2). If the vendor unit will be parked at a commercial location, please ensure “Commercial/Industrial Business” is selected as the business type (Figure 3). Please note that all mobile vendor licences are charged per unit as mobile businesses as per City of Prince George Comprehensive Fees & Charges Bylaw No. 7557, 2004.

If you have any questions or would like assistance with your business licence application, paper applications are available to be completed at City Hall on the second floor.

Type of Application \*

- New Application
- Change of Location (Relocation)
- Reapply (Reactivate Account)
- Change of Ownership
- Change of Business Name
- Update Mailing/Billing Address

Figure 1: “New Business”

Business Type (If you do not have a Commercial/Industrial address then please choose Home Business) \*

- Commercial/Industrial Business
- Home Business
- Out of Town Business
- Non-Profit

Figure 2: “Home Business”

Business Type (If you do not have a Commercial/Industrial address then please choose Home Business) \*

- Commercial/Industrial Business
- Home Business
- Out of Town Business
- Non-Profit

Figure 3: “Comercial Business”

## 2. Supplemental Submission Requirements

Requirements	Description
Liability Insurance	Provide a copy of your liability insurance with the following minimum requirements: <ul style="list-style-type: none"> <li>• Inclusive limit of \$5,000,000 for Public Liability and Property Damage;</li> <li>• Cross Liability Clause; and</li> <li>• City of Prince George named as additional insured under the policy.</li> </ul>
Northern Health Authority (Public Health Protection Branch)	It is the responsibility of the vendor to contact and obtain approval from the Public Health Protection Branch (PHPB) prior to the City's Business Licence approval. Please ensure that any confirmation/ approval from the PHPB is forwarded to the City's Development Services Division. For any questions, please contact the PHPB directly at 250-565-7322 or <a href="mailto:PublicHealth.Protection@northernhealth.ca">PublicHealth.Protection@northernhealth.ca</a> .
Litter Plan	Please provide a site plan of the location of proposed garbage containers in relation to the mobile food and/or sidewalk vendor. The vendor must not include or use any existing City litter containers.
Photographs	Photos of all sides of the mobile food vending unit must be provided.
Permission from property owner/event organizer	The vendor must contact the property owner and/or event organizer and receive approval for conducting a business at their location.

## 3. Fire Inspection

Once the above noted requirements have been completed and submitted for review, the City of Prince George Fire Rescue Services will contact the vendor to arrange an inspection of the vendor unit to ensure compliance with the Fire Rescue Services Mobile Vendor Safety Check Sheet attached as Appendix "C". Fire Rescue Services approval must be obtained prior to Business Licence approval and issuance.

## Pre-Approved Locations

Vendor units are permitted to operate and serve the public in select City locations and on private property in zones that permit restaurant use (as per Zoning Bylaw No. 7850, 2007, as amended and replaced) provided that written permission from the property owner or event organizer is received. Preapproved City locations are available on a first-come-first-served basis to a limited number of vendor units. It is the responsibility of the vendor to arrive early and ensure that parking is available for use. Please refer to Table 1: Vendor Details Summary on the following page for a list of pre-approved City locations and maps of these locations shown on Appendix "A". Required parking configurations are attached as Appendix "D". Vehicles towing a vendor unit must be detached and parked separately from the vendor unit.

If a special event is occurring adjacent to a designated on-street parking space or park location, permission must be obtained from the event organizer to operate in the space.

## Locations Requiring Permitting

The City's Parks Division has additional vendor unit locations available for rent at Wood Innovation Square and Lheidli T'enneh Memorial Park. These additional locations include specific assignment of vendor pads with access to power and water. Costs associated with these vendor pads are outlined in the City's Comprehensive Fees and Charges Bylaw No. 7557, 2004. These serviced locations must be booked online at [princegeorge.ca/parks-recreation/book-park-school-arena-or-field](http://princegeorge.ca/parks-recreation/book-park-school-arena-or-field) and have a valid permit on site. On occasion, the City Parks Division books special events in the parks that include food vendors as part of the event. Fees for spaces at these events are at the discretion of the event organizer and locations within the park are negotiated between the City Parks department and the special event organizer.

As per City of Prince George Highways Bylaw No. 8065, 2008, a Highway Right-of-Way Occupancy Permit is required for businesses wishing to occupy a sidewalk, road, or boulevard that is not included as a pre-approved location. More information about Highway Occupancies can be found at [princegeorge.ca/city-services/roads-transportation/highways-bylaw-permits](http://princegeorge.ca/city-services/roads-transportation/highways-bylaw-permits).

## Hours of Operation

The hours of operation for vendors on privately owned land, or participating in an event, must be approved by the property owner and/or event organizer. The hours of operation for vendors located at a pre-approved City park or on-street location are identified in Table 1: Vendor Details Summary on the next page.

**Table 1: Vendor Details Summary**

Location	Type	# of Spaces	Days of the Week	Hours of Operation
Duchess Park (Renwick Crescent)	Free	2	Monday-Sunday	10:00-22:00
Carrie Jane Gray Park – Skate Park	Free	1	Monday-Sunday	10:00-22:00
Lheidli T’enneh Memorial Park – 17 <sup>th</sup> Ave	Free	1	Monday-Sunday	10:00-22:00
Masich Place – Massey Dr Parking Lot	Free	1	Monday-Sunday	10:00-22:00
Ron Brent Park – 17 <sup>th</sup> Ave Parking Lot	Free	1	Monday-Sunday	10:00-22:00
Wood Innovation Square	Permit	3	As Booked	As Booked
Lheidli T’enneh Memorial Park – In Park	Permit	3	As Booked	As Booked

## After-Hours Vending

Vendors are permitted within the Downtown from 10:00 pm to 3:00 am on Fridays and Saturdays. Vendors are requested to respect the below-mentioned guidelines in regards to water and electric power and waste and recycling, as well as the parking configurations identified on Appendix “D”. Please note that after-hours vending will not be permitted from Sunday to Thursday within the downtown.

## Water and Electrical Power Sources

Electrical and water connections will not be provided on any City owned properties. Vendor units must be self-contained and capable of providing their own power and water sources.

## Waste and Recycling

Vendors must provide proper waste and recycling receptacles adequate to ensure the cleanliness of the adjacent area. In addition to this, the vendor must remove any waste within a 5.0 m (16 ft) radius of their vendor unit and remove all collected waste and recycling materials for disposal at an appropriate facility.

## Attachments

- Appendix “A” – Maps of Pre-Approved City Park and On-Street Locations
- Appendix “B” – Maps of Locations Requiring Permits
- Appendix “C” – Fire Rescue Services Mobile Vendor Safety Check Sheet
- Appendix “D” – Parking Configurations


## Feedback

This guide is a compilation of information from various City divisions in order to streamline the approval process of Mobile Food and Sidewalk Vending Business Licensing.

Should you have any questions or comments concerning the guide content, approval process, or locations, please contact Development Services at 250-561-7611 or by email at [devserv@princegeorge.ca](mailto:devserv@princegeorge.ca).





 Vendor Unit - Free



Coordinate System: NAD 1983 UTM Zone 10N  
Projection: Transverse Mercator  
Datum: North American 1983

1:500


# Appendix "A"

Duchess Park - 2 Vendors







 Vendor Unit - Free

0 2.5 5 10 15 Meters

Coordinate System: NAD 1983 UTM Zone 10N  
Projection: Transverse Mercator  
Datum: North American 1983

1:500

## Appendix "A"

Carrie Jane Gray Skateboard Park












 Vendor Unit - Free



Coordinate System: NAD 1983 UTM Zone 10N  
Projection: Transverse Mercator  
Datum: North American 1983

1:800

# Appendix "A"

## Masich Place Stadium



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17TH AVE



 Vendor Unit - Paid

0 5 10 20 30 Meters

Coordinate System: NAD 1983 UTM Zone 10N  
Projection: Transverse Mercator  
Datum: North American 1983

1:1,000

# Appendix "B"


## Lheidli T'enneh Memorial Park



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 Vendor Unit - Paid

0 2 4 8 12 Meters

Coordinate System: NAD 1983 UTM Zone 10N  
Projection: Transverse Mercator  
Datum: North American 1983

1:400

# Appendix "B"

## Wood Innovation Square





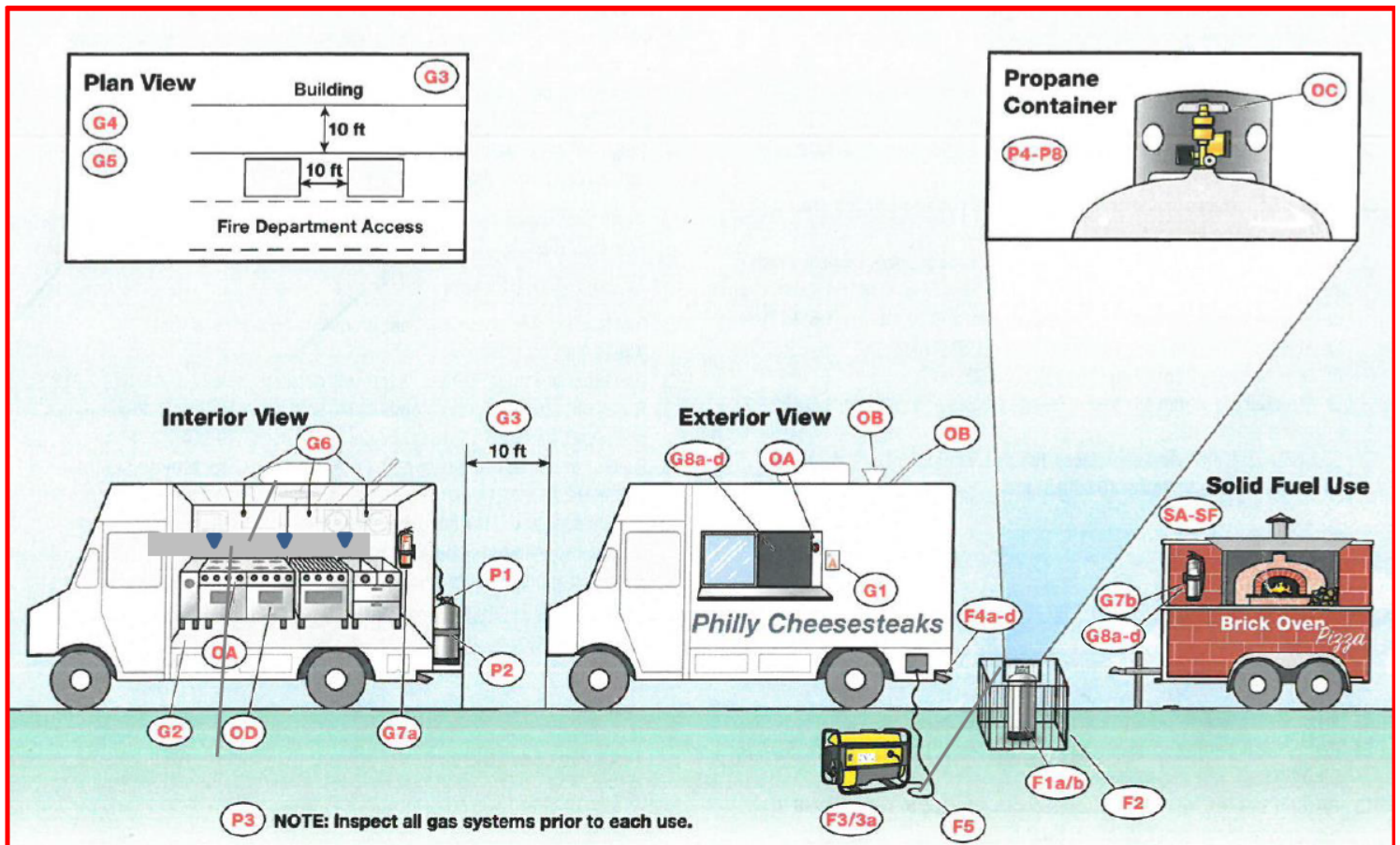
# Appendix “C”: Fire Rescue Services Mobile Vendor Safety Check Sheet

## How to use this check sheet

This safety check sheet provides mobile food vendors with safety checklists. The red keys at the end of sentences correspond with the below diagram. Please review the checklists and ensure all applicable requirements are in compliance prior to mobile vendor operation. This is not an all-inclusive checklist, and a Prince George Fire Rescue Service (PGFRS) Fire Inspector may identify additional measures to be completed.

British Columbia Fire Code, Division C, Part 2, Section 2.2. Sentence (1) states, “Unless otherwise specified, the owner or the owner’s authorized agent shall be responsible for carrying out the provisions of this Code”.

If you require clarification or additional information, please contact Prince George Fire Rescue Service Fire Prevention Branch at 250-561-7667.





## Checklists

### General Safety

Obtain license or permits from the local authorities. City of PG business License, PGFRS Fire Inspection, Electrical Certification, and Technical Safety BC Directive D-GA-2014-2 Gas Inspection. **G1**

No public seating within the mobile vendor unit. **G2**

Clearance of at least 10 ft away from buildings, structures, vehicles and any combustible materials. **G3**

Verify fire department apparatus access is provided for fire lanes and access roads. **G4**

Do not block access to fire hydrants and building fire department connections. **G5**

Cooking operations that produce grease-laden vapours must comply with NFPA 96 standards regarding the design, installation, operation, inspection, and maintenance of the equipment and systems used in those operations. **G6**

Portable extinguishers are present in kitchen area; Class K and ABC multi-purpose dry chemical. **G7a**

If using solid fuel cooking appliance that produces grease-laden vapours, ensure a listed fire extinguishing system protects the appliance area. **G7b** If you require clarification or additional information, please contact Prince George Fire Rescue Service Fire Prevention Branch at 250-561-7667. **G7b**

Ensure workers are trained in the following:

Proper use of portable fire extinguishers and extinguishing systems. **G8a**

Proper method of shutting off fuel sources. **G8b**

Proper procedure for notifying the fire department. **G8c**

Proper procedure for how to perform simple leak test on gas connections. **G8d**

### Fuel Power Sources Checklist

Verify that fuel tanks/cylinders are filled to the capacity needed for uninterrupted operation during operating hours. **F1a**

Ensure that refueling is conducted only during non-operational hours. **F1b**

Verify that any engine-driven power source is separated from the public by barriers such as physical guards, fencing, or enclosures. **F2**

Ensure that any engine-driven power source is shut down and surfaces are cool to the touch prior to refueling from a portable container. **F3**

Make sure that exhaust from engine-driven power sources comply with the following:

At least 10 ft in all directions from openings, air intakes and fuel sources. **F4a**

At least 10 ft from every means of egress. **F4b**

Directed away from all buildings. **F4c**

Directed away from all other mobile vendors and operations. **F4d**

### Propane System Integrity

Check that the main shutoff valve on all LP gas cylinders is readily accessible. **P1**

Ensure that portable gas cylinders are in the upright position and secured to prevent tipping over. **P2**

Inspect gas system prior to each use. **P3**

Perform leak testing on all new gas connections of the gas system. **P4**

Perform leak testing on all gas connections affected by replacement of an exchangeable cylinder. **P5**

Document leak testing and make documentation available for review by the authority having jurisdiction. **P6**

### Operational Safety

Do not leave cooking equipment unattended while it is still hot. **OB**

Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. **OB**

Close gas supply piping valves and gas cylinder valves when equipment is not in use. **OC**

Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. Hood system to be cleaned by a qualified hood cleaning company every 6 months. Documentation required. **OD**

Fixed suppression system to be tested every 6 months. Testing documentation required. **OE**

Perform the monthly owner's fixed suppression system inspection, which includes: **G6**

Inspect in accordance with the manufacture owner's manual, or at least,

The extinguishing system is in the proper location.

The manual actuators are unobstructed.

The tamper indicators and seals are intact.

The maintenance tag or certificate is in place.

No obvious physical damage or condition exists that might prevent operation.

The pressure gauge(s), if provided, shall be inspected physically or electronically to ensure it is in the operable range.

The nozzle blowoff caps, where provided, are intact and undamaged.

Neither the protected equipment nor the hazard has not been replaced, modified, or replaced.

### **Solid Fuel Safety (Where Wood, Charcoal, Or Other Solid Fuel Is Used)**

Fuel is not stored above any heat-producing appliance or vent. **SA**

Fuel is not stored closer than 3 ft to any cooling appliance. **SB**

Fuel is not stored near any combustible/flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. **SC**

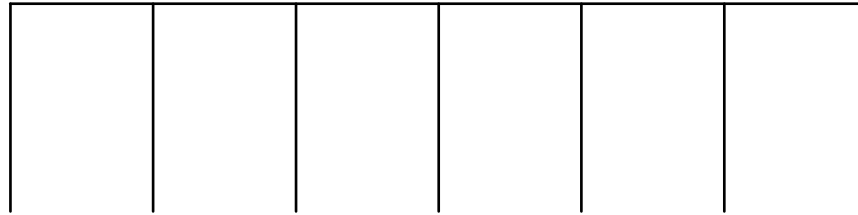
Fuel is not stored in the path of the ash removal or near removed ashes. **SD**

Ash, cinders, and other fire debris shall be removed from the firebox at regular intervals and at least once a day. **SE**

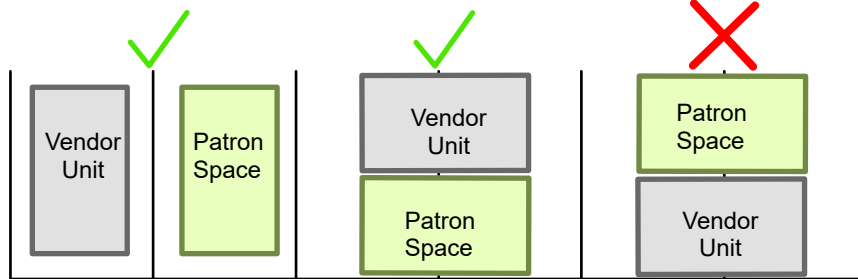
Removed ashes, cinders, and other removed fire debris shall be placed in a closed, metal container, extinguisher with water and located at least 3 feet from any cooking appliance. **SE**



## Parking Lot Options



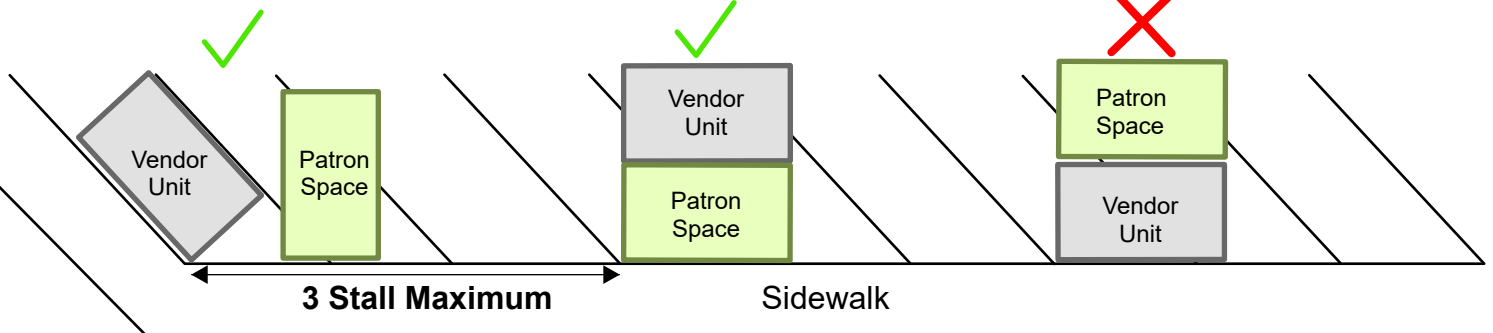
Driving Lane



Sidewalk

## Angle Parking Options

Driving Lane



3 Stall Maximum

Sidewalk