



VENDOR PERMIT APPLICATION

Special Events/Tournaments

BURLINGTON PARKS and RECREATION

900 E. Fairhaven Avenue

Burlington, WA 98233

(360) 755-9649 | BParks@burlingtonwa.gov

EVENT NAME _____

EVENT LOCATION _____

EVENT DATE(S) _____

VENDOR APPLICANT INFORMATION

BUSINESS NAME: _____

BUSINESS OWNER: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

AUTHORIZED REP: _____

EMAIL ADDRESS: _____

PHONE 1: _____

PHONE 2: _____

DESCRIPTION OF MOBILE OPERATION

MY OPERATION INCLUDES SALES OF Food Merchandise Services

DESCRIBE PRIMARY MOBILE UNIT(s):
(Check all that apply)

MOBILE UNIT IS:	LENGTH	x	WIDTH
<input type="checkbox"/> Tent with side(s)	_____	x	_____
<input type="checkbox"/> Canopy without sides	_____	x	_____
<input type="checkbox"/> Food Cart/Kiosk	_____	x	_____
<input type="checkbox"/> Food Truck	_____	x	_____
<input type="checkbox"/> Food Trailer	_____	x	_____
<input type="checkbox"/> Other, Describe:	_____	x	_____

DESCRIPTION:	DIMENSIONS (Length X Width)
_____	_____

DESCRIBE OTHER STRUCTURES or VEHICLES THAT WILL BE SETUP WITHIN YOUR BOOTH SPACE:

BRIEFLY DESCRIBE OPERATION'S ITEMS/PRODUCTS:

OTHER REQUESTS OR INFORMATION:

FOOD PREPARATION

DESCRIBE APPLIANCES USED FOR FOOD PREP:

CHECK ALL THAT APPLY:

- All Items are pre-packaged and not prepared onsite.
- A generator will be used. Make/Model: _____
- A propane/LPG tank will be used. Size: _____
- A BBQ Grill will be used. Make/Model: _____
- A Coleman-style cook stove will be used. Describe: _____
- My operation includes cooking with grease or oil. Type: _____
- Hookup to City electricity is needed. Max watts needed? _____
- Hookup to City water is needed. Purpose: _____
- A current fire extinguisher with a minimum size/rating of 2A10BC (or Type K if cooking with grease/oil) will be easily accessible in my mobile unit.

PERMITS & CERTIFICATES
(Food Vendors)

CHECK ALL THAT APPLY:

- My Skagit County Health Permit is current for mobile food operations.
- Application for my Skagit County Health Permit was submitted on: _____
- My mobile operation does not require a Health Permit from Skagit County.
- My Labor & Industries certification tag for mobile food operations is current.
- Application for my Labor & Industries certification was submitted on: _____
- My mobile operation does not require Labor & Industries inspection certification.
- My mobile operation has passed a Region 3 Inspection in the current calendar year and I will provide copy of the inspection report with my Vendor Permit Application.

AGREEMENT and INDEMNIFICATION

I, the applicant, agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with my vending operation and to insure compliance with all policies, rules, regulations, guidelines and ordinances of the State of Washington and the City of Burlington. I understand that any violations may result in immediate revocation of the permit. I understand that the permit is non-transferable and, if approved, must be displayed throughout the event duration.

I further agree to defend, to indemnify and to hold and save the City of Burlington, its elected officials, appointed officers, employees, and agents harmless from and against all liability, claims, suits, damages, costs, losses and expenses, including expenses of litigation which includes attorney fees, in any manner resulting from, arising out of or connected with any loss or damage to any act or omission of the user or any officer, agent, employee, guest or visitor in or about the facilities during the event to be held. By hereby affixing my signature, I certify that I am the owner of the above named business or an authorized representative of the owner.

➤ Signature of Applicant: _____ Date: _____

FOR CITY USE ONLY

Received by: _____ Date: _____ Date sent to Fire Marshal: _____

Payment Received: _____

APPROVED by Fire Marshal

Bill Event Organizer

NOT Approved by Fire Marshal

Remarks:

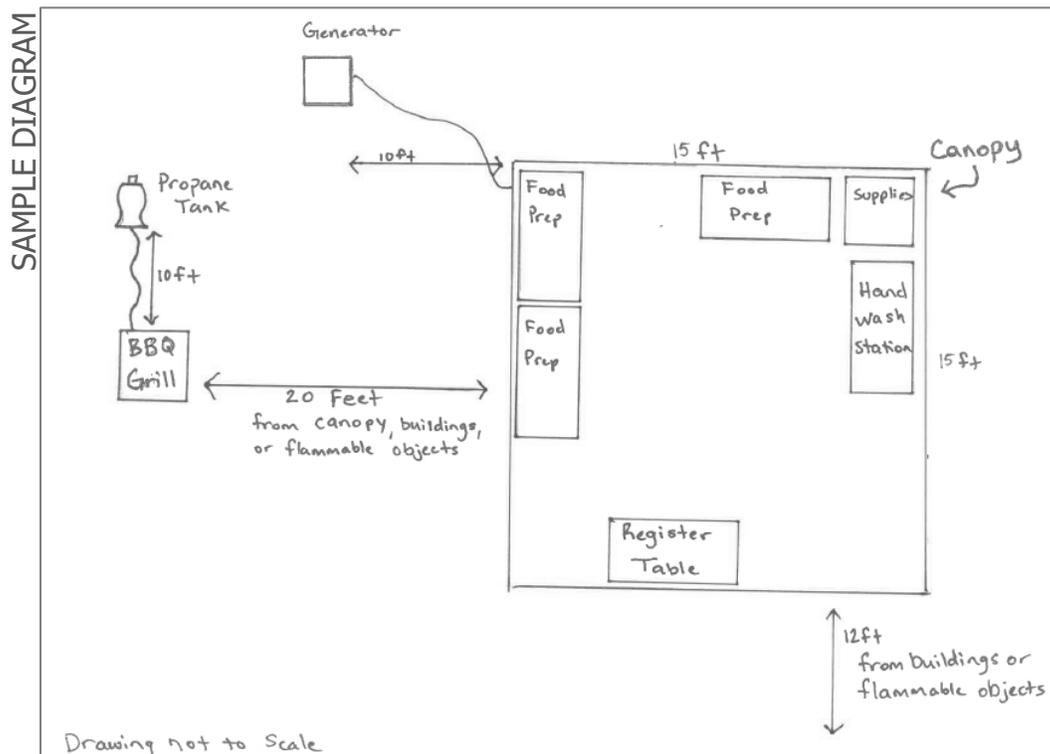
SUBMITTAL OF VENDOR PERMIT APPLICATION

Return your completed permit application TO YOUR EVENT ORGANIZER. The City of Burlington will accept applications from the Event Organizer only. The organizer is required to submit all applications from their invited vendors to the City **at least 30 days** prior to event's start date. Be sure to return your application to the Event Organizer with enough advance in order for the organizer to meet that deadline.

Food Vendors must submit a diagram reflecting their mobile operation's layout when setup. The diagram must reflect the minimum setbacks for the following, where applicable:

Mobile Operations cooking from Food Trucks or Trailers	Minimum Setback
Between food truck/trailer with cooking appliances and canopy/tent.....	20'
Between food trucks/trailers with cooking appliances and their storage units or vehicles.....	15'
Between food truck/trailer and LPG tank.....	0' if under 500gal
Between food truck/trailer and generators.....	0'

Mobile Operations cooking from a Canopy or Tent	
Between canopies/tents using cooking appliances.....	20'
Between canopies/tents' cooking appliances and utility storage units.....	20'
	10' from LPG tank
Between canopies/tents and LPG tanks.....	10' if under 500gal
Between canopies/tents and generators.....	20'
(Generator must be fenced/cordoned from public access)	



FIRE MARSHAL REVIEW and INSPECTION

All applications will be reviewed by the Burlington Fire Marshal. Your permit application to participate in the event is not considered approved until confirmed by the Fire Marshal.

It is imperative that your communications with the fire marshal be timely and prompt if you are contacted for inspection of your operation. Vendors in possession of a current Region 3 Inspection Certificate should be sure to submit a copy with their application as this may save you the time of re-inspection. Please see the adjacent sample certificate.

LABOR AND INDUSTRIES INSPECTION

All food vendors operating from a unit built on a permanent chassis which includes electrical, plumbing or gas piping must have a current inspection permit issued by Washington State Labor & Industries posted on their mobile unit. For more information, contact Labor & Industries at 360-902-5218 or visit www.lni.wa.gov/TradesLicensing/FAS/FoodTruckTrailer/.

RECYCLING

Washington State law requires a recycling program at any "...official gathering and sports facility in communities where recycling services are available." The law states that vendors who sell beverages in single-use aluminum, glass, or plastic bottles or cans are responsible for providing the recycling program at events. Please visit the Washington State Department of Ecology's website for complete information regarding the law, www.ecy.wa.gov (RCW 70.93.093) or phone 1-800-RECYCLE.

Region 3
(Skagit ~ Whatcom ~ Island)
Fire and Life Safety Inspection
Mobile Vendors and Special Events

Inspection Date: _____	Event Location: _____
Company Name: _____	Contact: _____
Company Address: _____	Contact Phone: _____
Email: _____	After Hours Phone: _____
Vehicle License: _____	State: _____ Department: _____

INSPECTION FINDINGS:	PASS	FAIL
Labor and Industry certification tag	<input type="checkbox"/>	<input type="checkbox"/>
Region 3 inspection occurred within the last 12 months	<input type="checkbox"/>	<input type="checkbox"/>
Permit obtained for event	<input type="checkbox"/>	<input type="checkbox"/>
Hood system current within service period	<input type="checkbox"/>	<input type="checkbox"/>
Appliances under hood are in line with nozzles	<input type="checkbox"/>	<input type="checkbox"/>
Manual pull station(s) are accessible	<input type="checkbox"/>	<input type="checkbox"/>
Appliances in good operating condition	<input type="checkbox"/>	<input type="checkbox"/>
Hood grease build-up <input type="checkbox"/> Light <input type="checkbox"/> Medium <input type="checkbox"/> Heavy	<input type="checkbox"/>	<input type="checkbox"/>
Hood ventilation system is operational	<input type="checkbox"/>	<input type="checkbox"/>
Type K fire extinguisher within service period	<input type="checkbox"/>	<input type="checkbox"/>
Type K fire extinguisher accessible	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher 2A:10BC where required within service period	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher accessible	<input type="checkbox"/>	<input type="checkbox"/>
Electrical outlets and switches in good operating condition	<input type="checkbox"/>	<input type="checkbox"/>
Electrical extension cords where approved, proper size and condition	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle electrical service cord in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Access to electrical panel	<input type="checkbox"/>	<input type="checkbox"/>
Breakers labeled	<input type="checkbox"/>	<input type="checkbox"/>
Compressed fuel tank(s) properly secured	<input type="checkbox"/>	<input type="checkbox"/>
Compressed fuel lines/valves accessible and operable	<input type="checkbox"/>	<input type="checkbox"/>
Generator in good operating condition	<input type="checkbox"/>	<input type="checkbox"/>
Egress path is clear	<input type="checkbox"/>	<input type="checkbox"/>
Combustible materials in order	<input type="checkbox"/>	<input type="checkbox"/>
Pressurized cylinders in space are properly secured	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION COMMENTS:	RE-INSPECTION REQUIRED	YES	NO

Inspector Name _____	Responsible Party Name _____	Date _____
Inspector Signature _____	Responsible Party Signature _____	