



Supervisory Licenses

What Mobile Food Vendors Need to Know

Overview

- Reviewing the new process of getting a full-term permit.
- What is a supervisory license and how is it different from a mobile food vendor license?
- What is a supervisory license permit, and how is it different from a full-term permit issued before July 2022?
- What if you have a permit and receive a supervisory license offer?

4,450 New Permits Over Next 10 Years

- Local law changes how vendors can get a full-term permit.
 - It now requires a new type of license called a supervisory license, of which there is a limited amount. There are 445 applications given out each year through 2032.
- The only way to get a full-term permit is to get a supervisory license first.
- Supervisory license permitted units must have a designated supervisory license holder while operating.
- These changes do not apply to green cart, temporary (seasonal) or restricted area permits.

New process to get a full-term mobile food vending permit



What Is a Supervisory License (SL)?

- Two types:
 - A citywide license
 - A license for all New York City boroughs except Manhattan (non-Manhattan)
- A supervisory license allows you to:
 - Vend on the same units as an MFV license holder.
 - Work as the designated SL vendor on a SL permitted unit in the area you have a license for.
 - Apply for one full-term permit for the area indicated on your license.
- There are three waiting lists: one for citywide, one for non-Manhattan and one list for disabled people and U.S. veterans.



Where Can You Work as a Supervisory License Holder?

- If you have a citywide supervisory license, you can work as the supervisory license holder on any supervisory license-permitted unit.
- If you have a non-Manhattan supervisory license, you can work as the supervisory license holder on any supervisory license-permitted unit outside of Manhattan.

If you work as the designated supervisory license holder outside of the geographical restrictions of your license, you can receive a violation that carries a penalty of \$1,000.



Supervisory License: How Is It Different?

MFV License

No limit. Anyone can apply for this license.

Required for restricted, green cart, temporary permits, full-term permits issued before July 2022.

You can work on any permitted unit.

You can renew your license if it expires.

License term is two years.

The initial and renewal fees are \$50.

Supervisory License

Limited number. You must be on a waiting list.

Required for new full-term permits issued on and after July 2022.

You can work on any permitted unit as a vendor.

Cannot renew if it expires. You can return to an MFV license if it expires.

Initial expiration is the same as your current license. After renewal, license term is two years.

The initial fee is \$0, and the renewal fee is \$438.

Supervisory License Permit: How Is It Different?

Full-term permits before July 2022

Permit types: Citywide, borough-specific.

Applicant must have a MFV license, there is a limited time to apply.

Requires that all workers must have an MFV license.

Supervisory license permit

Permit types: Citywide, non-Manhattan.

Applicant must have a supervisory license; there is no time limit to apply.

Requires a supervisory license holder to operate; other workers must have an MFV license or supervisory license.

Requirement for Supervisory License Permits: A Supervisory License Holder Must Be Working While Operating

- Operating in Manhattan — only a citywide supervisory license holder can meet this requirement.
- Operating outside of Manhattan — any supervisory license holder can meet this requirement.

The permit holder will receive a violation that carries a penalty of \$1,000 for operating without a supervisory license holder.



How Do I Get a Supervisory License?

1. The NYC Department of Health and Mental Hygiene (Health Department) will mail you an application when your position number on a waiting list is reached.
2. You must have a current mobile food vending license.
 - If your mobile food vending license is close to its expiration date, renew it first, and then submit your application to avoid any additional fees.
3. You must submit a complete application, including any required proof, by the application deadline.

NYC
Health

Mobile Food Vending Supervisory License Application Form
Complete this form ONLY if you wish to apply for a Supervisory License

Important Information

- Check the enclosed letter for your application due date. Late applications will not be accepted.
- Before submitting this form, review the enclosed fact sheet to learn about the supervisory license and the permit. To read in additional languages, visit nyc.gov/health/mobile-food.
- Your supervisory license will continue on the same two-year term/expiration date as your current MFV license.
- There is no fee for your initial supervisory license; the renewal fee every 2 years will be \$438.
- You may use your current license until your application is processed.

Instructions

1. Make sure your mobile food vending license is active. If your license is due for renewal, renew before submitting this application form.
2. Complete the **Applicant Information** - all fields are required; incomplete applications will not be processed.
3. Complete the **Affirmation** - check the box and sign and date.
4. Email or mail the completed application to the NYC Health Department by the application due date.
 - Email the form to: MFVLicenseDocuments@health.nyc.gov, or
 - Mail the form to: New York City Department of Health and Mental Hygiene
MFV Permit Waiting Lists
125 Worth Street, C.N. #1000
New York, NY 10013

Applicant Information (Print)

Last Name	First Name	Middle Initial
Street Address	Apartment	Email Address
City	State	ZIP Code
Phone Number	8-Digit MFV License Number _____	

Affirmation

By checking the box, I confirm that I wish to apply for a **supervisory license** and I understand that:

- My current mobile food vending license will be converted to a supervisory license upon approval by the NYC Department of Health and Mental Hygiene.
- If I currently have a permit, except a restricted area permit, I have 270 days after my supervisory license is issued or by the permit expiration date, whichever is sooner, to convert or surrender my permit.
- The information I have provided above is correct.

Print Applicant Name: _____

Applicant Signature: _____ Date: _____

Full-term Supervisory License Permit

- Once you receive your supervisory license, you will be able to apply for a full-term permit.
- You will be mailed a supervisory license permit application. There is no deadline to submit the application.
- Your unit requires at least one supervisory license holder and all vendors working must have either an MFV license or a supervisory license.

I Have a Permit and I Received a Supervisory License Offer. Can I Have Both?

No. Each vendor can only get one permit, except restricted area permits.

- If you apply for a supervisory license, you have 270 days after your supervisory license is issued or until your current permit expires, whichever is sooner, to turn in your current permit.
- You must decide if you will apply for the supervisory license or keep your current permit.
 - Business factors to consider:
 - Where do you plan to vend?
 - What type of food will you sell?
 - What times of year do you plan to operate?
 - Do you plan to be the primary person working on the unit?

What If You Do Not Get a Supervisory License?

- You keep your MFV license and can work on any permitted MFV unit (including a supervisory license-permitted unit, if a supervisory license holder is present).
- Your offer letter includes a date by which you must apply.
- If you miss the deadline, you will be removed from the supervisory license waiting list.
- You keep your current permit, if you have one.
- You remain on other permit waiting lists, if applicable.

All Full-term Permits Will Require a Supervisory License in 2032

- For citywide or borough-specific permits issued before July 1, 2022, the permit holders' MFV license will convert to a supervisory license on July 1, 2032. These units will require a supervisory license holder be present while vending.
- The Health Department will issue rules on this requirement at a later date.

Keep Your Contact Information up to Date

- All supervisory license and permit information will be sent to the mailing address on record.
- You can update your mailing address:
 - Sending an email that includes your license or permit number to **onlineappsdocs@dcwp.nyc.gov**, or
 - Making an appointment to visit the Citywide Licensing Center in Manhattan (42 Broadway, Lobby) or Queens (90-27 Sutphin Blvd., Fourth Floor) by calling 212-436-0441

For More Information

- Visit **nyc.gov/health/mobilefood** for information about supervisory licenses and permit information, including forms and fact sheets. You can also call **311** for support and ask for **mobile food**.