

# CITY OF PROVIDENCE

## MOBILE FOOD ESTABLISHMENT PERMITTING

Pursuant to the Rhode Island State Mobile Food Establishment Registration Act, the City of Providence will be issuing a Municipal Permit for Mobile Food Establishments (Providence MFE Permit), effective April 5, 2019. This permit is conditional upon the applicant's enrollment in the State Mobile Food Establishment Registration (State MFE Registration), issued by the Department of Business Regulation. A copy of this registration is required for the City to issue a Providence MFE Permit.

The Department of Business Regulation is currently launching their online application for the State MFE Registration and anticipates its activation by July 1, 2019. During this period of transition, the City is making its best effort to accommodate businesses with pending State MFE Registration. In lieu of submitting a copy of the State MFE Registration, the City will accept alternative documents until July 1, 2019. See the list below of required documents.

The Licensing Office is committed to continued process improvement and welcomes your feedback. If you have any questions or comments, feel free to email the License Administrator. Contact information is listed below.

### WHO NEEDS A PERMIT?

A permit is required of food services operating from a pulled, pedaled, pushed or motorized movable vehicle or watercraft or a portable structure. Mobile food establishments include, but are not limited to, food trucks, food carts, ice-cream trucks/carts, and lemonade trucks/carts. Caterers selling and serving food directly out of their vehicles are also required to obtain a State MFE Registration and a Providence MFE Permit.

A person or business only selling the following is not required to have a mobile food establishment permit; however, **other licenses may be required**. Please check with the Licensing Office for more information on vendor, food, holiday or other licenses issued by the City of Providence.

- Raw agriculture (fresh, uncut produce)
- Prepackaged food and canned or bottled non-alcoholic drinks that do not require temperature control
- Caterers using vehicle to transport food from commissary or service base

### EXPIRATION

**Providence MFE Permit issued prior to July 1, 2019:** If the Providence MFE Permit was issued without the State MFE Registration, the permit will expire on December 31, 2019. After January 1, 2020, MFE's must obtain a State MFE Registration and renew their Providence MFE Permit.

**Providence MFE Permit issued on or after July 1, 2019:** If the Providence MFE Permit was issued to a MFE registered with the State, the Providence MFE Permit's expiration date is the same as the State MFE Registration, pursuant to RIGL § 5-11.1-7.

### REQUIREMENTS

Before a permit can be issued, the following must be on file in the Licensing Office:

- Complete the permit application on Viewpoint, available here:  
<https://providenceri.viewpointcloud.com/>
- Submit proof of State MFE Registration  
Or
- Submit evidence of a current:

- Mobile food service license from the Rhode Island Department of Health
  - Fire safety permit, if applicable\*
  - Motor vehicle registration and insurance, if applicable\*\*
  - In-person state background check from the Rhode Island Attorney General's Office, for new applicants only. *If you have held a mobile food vendor license with the City of Providence within the past 18 months, this requirement is waived.*
- Payment of Municipal Permit Fee - \$75
  - Payment options include:
    - Online payment via your Viewpoint Application – echeck or debit/credit card. (Note – there is a convenience fee for this option.)
    - Check or money order payable to the *City of Providence*. Please include your Viewpoint application number in the memo line of your check or money order. If mailing payment, please address to City of Providence, Board of Licenses, 25 Dorrance Street, Providence, RI 02903. You may also drop off check or money order Monday through Friday, 8:30 AM to 4:30 PM, 25 Dorrance Street, Room 104.

#### **\*Fire Safety Permit**

- Issued by the State Fire Marshal
- Required for mobile and temporary cooking operations
- Required if equipped with any of the following:
  - A gasoline, diesel or electric generator
  - Propane or compressed natural gas
  - Commercial cooking equipment
  - A fire suppression system
- See below in Resources for link to State Fire Marshal

#### **\*\*Motor Vehicle Registration and Insurance**

- Required for all mobile food establishment vehicles, including but not limited to trucks, trailers, and any other vehicle that by state law need to be registered with the DMV
- Out-of-state applicants: submit copy of current motor vehicle registration from state where vehicles are registered
- Watercraft: current vessel registration issued by the RI Department of Environmental Management, Office of Boating Registration & Licenses
- Out-of-state vessels: current registration from state in where vessel is registered
- Proof of motor vehicle insurance

### **PROVIDENCE MOBILE FOOD ESTABLISHMENT PERMIT RULES**

Pursuant to RIGL § 5-11.1-7(d), the City of Providence has the authority to regulate the following:

- Number of permits granted
- Location of operation\*
- Hours of operation\*\*
- Noise\*\*\*

#### **\*Location**

- Providence Zoning Ordinance: permits may be denied, suspended or revoked for violations of land use regulations, zoning ordinances or other ordinances
- Providence Ordinance 14-171: for prohibited locations, general restrictions and other requirements

## **\*\*Hours of Operation**

- Prohibited from operating between 2AM and 6AM
- Review Providence Ordinance 14-171 for restrictions on hours of operation within 200 feet of restaurant, institutional dining facility and vendor market and within 300 feet of entertainment venue

## **\*\*\*Noise**

- Review Providence Ordinance 16-91 to 16-109

## **RESOURCES**

- DBR Proposed Regulations for MFE – Draft of Proposed DBR Regulations (Not final)  
[https://risos-apa-production-public.s3.amazonaws.com/DBR/REG\\_10726\\_20190124113919.pdf](https://risos-apa-production-public.s3.amazonaws.com/DBR/REG_10726_20190124113919.pdf)
- DBR Implementation Plan for MFE – Information, application, FAQ's, contact information  
<http://www.dbr.ri.gov/divisions/commlicensing/FoodTrucks.php>
- Department of Environmental Management – Boating Registration  
<http://www.dem.ri.gov/programs/managementservices/licenses/boating-registration.php>
- Providence Board of Licenses – Information, licenses issued by the City, hearings, hours  
<http://www.providenceri.gov/board-of-licenses/>
- Providence Deputy License Administrator – Stephany Lopes email  
[slopes@providenceri.gov](mailto:slopes@providenceri.gov)
- Providence License Administrator – Heather Kilkenny email  
[hkilkenny@providenceri.gov](mailto:hkilkenny@providenceri.gov)
- Providence Mobile Vendor Ordinance – Requirements, restrictions, hours of operation, prohibited operations  
[https://library.municode.com/ri/providence/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH1\\_4LI\\_ARTIXVE\\_S14-171MOVE](https://library.municode.com/ri/providence/codes/code_of_ordinances?nodeId=PTIICOOR_CH1_4LI_ARTIXVE_S14-171MOVE)
- Providence Noise Control Ordinance – Restrictions, sound limits dBA  
[https://library.municode.com/ri/providence/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH1\\_6OFMIPR\\_ARTIIINOCO](https://library.municode.com/ri/providence/codes/code_of_ordinances?nodeId=PTIICOOR_CH1_6OFMIPR_ARTIIINOCO)
- Providence Zoning Map – Outline of zoning districts  
<http://www.providenceri.gov/wp-content/uploads/2019/01/OfficialZoningMaps18-12-13.pdf>
- Providence Zoning Ordinance – Information on location, restrictions and requirements  
<http://www.providenceri.gov/wp-content/uploads/2018/08/18-07-27OfficialZoningOrdinance.pdf>
- Providence Zoning User's Manual – User-friendly guide to Providence zoning  
[https://www.providenceri.gov/wp-content/uploads/2017/05/Planning-00\\_Final-Manual-12102014.pdf](https://www.providenceri.gov/wp-content/uploads/2017/05/Planning-00_Final-Manual-12102014.pdf)
- Rhode Island Attorney General Background Check – Location, hours and cost in-state background check  
<http://www.riag.ri.gov/homeboxes/BackgroundChecks.php>
- Rhode Island Department of Health – Application for Mobile Food Service  
<http://health.ri.gov/applications/FoodMobileService.pdf>
- Rhode Island Department of Motor Vehicles – Vehicle registration information  
<http://www.dmv.ri.gov/>
- State Fire Marshal – Online application portal for Fire Safety Permit  
<https://rhodeisland.viewpointcloud.com/categories/1071/record-types/6364>



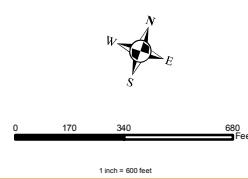
The information depicted on this map is for planning purposes only.  
It is not adequate for legal boundary definition, regulatory  
interpretation, or parcel-level analysis.

Produced by the Providence Planning and Development GIS Lab.  
444 Westminster Street, Providence, RI 02903

Data: Providence Geographic Information System

Date: 6/24/2015

Path: M:\Projects\_2015\Waterfront\ProjectFiles\NoVendAreas\_ANSI\_A\_Portrait.mxd



ENTERTAINMENT VENUES WITH  
300-FOOT NO-VEND ZONES

PROVIDENCE, RHODE ISLAND

PROVIDENCE THE CREATIVE CAPITAL

DEPARTMENT OF PLANNING AND DEVELOPMENT  
JORGE O. ELORZA, MAYOR | BONNIE NICKERSON AICP, DIRECTOR