



CITY OF FALLS CHURCH

Guidelines for Mobile Food Service Units in the City of Falls Church

- Mobile food service units may park on and vend from property in the City that is Zoned B-1, B-2, B-3, O-D, and M-1 but only with permission of the property owner and the approval of the location(s) by the City of Falls Church Zoning Division/Department of Development Services except that nonprofit, fraternal, service, religious, civic, quasigovernmental or other charitable organizations may operate in any district.
- Mobile food service units may not sell food while parked along any street or public right of ways within the City with the exception of when streets are closed as part of a City sponsored public event.
- Unless exempted by the City Manager, hours of operation are limited to between the hours of 7.00 a.m. and 9.00 p.m. on weekdays and between the hours of 9.00 a.m. and 9.00 p.m. on Saturdays, Sundays and local legal holidays.
- Mobile food service units operating in the City of Falls Church must complete the following approval steps prior to commencing operations. Once completed, the unit will be issued an Approval sticker. Units operating without a sticker or in an unapproved location will be ticketed by the City of Falls Church Police Department and subject to a significant fine.

Approval requirement steps:

The following steps must be followed to ensure that mobile food service vendors have all required permits and licenses before operating in the City of Falls Church.

Step 1: City Zoning Approval for Vending Location(s)	Approval from the City Zoning Division of the Department of Development Services is required for each specific location(s) from which a mobile food service unit will operate. Applicants should contact the Zoning Division at 703-248-5080 or by e-mail at zoning@fallschurchva.gov for more information. They are located in City Hall, 300 Park Avenue, Suite 300 West, Falls Church, VA 22046. The Zoning Division requires a letter of authorization from the owner(s) of the private property where the vendor intends to operate and the proposed hours of operation, which may not exceed 3 hours in any one location. Zoning approval will be granted through the issuance of an Occupancy Permit that will be valid for one year at all approved locations. An applicant may be referred by the zoning administrator to the planning director, building official, chief of police, fire marshal or other city official who may require the imposition of conditions on the application in order to ensure compliance with City Code. One time application fee: \$200. There will be no charge for annual renewals.
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Step 2:**City Business Registrations**

Mobile food service vendors must complete and fulfill the requirements for City business license registrations. These forms are available by mail, in person, or online from the Commissioner of the Revenue, 300 Park Avenue, Suite 104E, Falls Church, VA 22046. The Commissioner's office is open weekdays from 8 a.m. – 5 p.m. For more information call 703-248-5018 or e-mail commissioner@fallschurchva.gov.

There are different requirements depending on your home business address.

A. Business address in the City of Falls Church

1. Business, Professional, and Occupational License (BPOL) with tax in the amount of 0.19% of gross receipts. This form is found here online: http://www.fallschurchva.gov/content/government/departments/cor/2013docs/bizlicense_new_2013.pdf
2. Monthly City meals taxes in the amount of 4% of gross sales. This form is found here online: <http://www.fallschurchva.gov/Content/Docs/MealsTaxForm07.pdf>
3. Tangible Personal Property Tax in the amount of 4.84%. The form is found at: <http://www.fallschurchva.gov/content/government/departments/cor/btpl.aspx?cnlid=5246>
4. If the mobile food unit is a vehicle, it must be registered annually. The form is found at: <http://www.fallschurchva.gov/content/docs/vehicleregform.pdf>

B. Business address in Virginia and not located in the City of Falls Church

1. Monthly City meals taxes in the amount of 4% of gross sales. This form is found here online: <http://www.fallschurchva.gov/Content/Docs/MealsTaxForm07.pdf>

C. Business Address outside Virginia

1. Business, Professional, and Occupational License (BPOL) with tax in the amount of 0.19% of gross receipts. This form is found here online: http://www.fallschurchva.gov/content/government/departments/cor/2013docs/bizlicense_new_2013.pdf
2. Monthly City meals taxes in the amount of 4% of gross sales. This form is found here online: <http://www.fallschurchva.gov/Content/Docs/MealsTaxForm07.pdf>

Step 3: Fairfax County Health Department Food Establishment Permit	Mobile Food Service Unit vendors must obtain a Food Establishment Permit from the Fairfax County Health Department. Applications are accepted by mail or in person at 10777 Main Street, Suite 111, Fairfax, VA 22030. Contact the Food Safety Section at 703-246-2444. Applications and additional information are available online at http://www.fairfaxcounty.gov/hd/food/. The Food Safety Section requires the following to apply for a Food Establishment Permit for a mobile food truck: 1. A completed Food Establishment Permit application; 2. Plans and specifications for the food truck; 3. A current list of all individuals who will work on the food truck and proof of a Certified Food Manager Card for each person; 4. A current business license; 5. Inspection of food truck (mobile food service unit) scheduled or completed; and 6. Annual application fee of \$40.
Step 4: Checklist for Mobile Food Vendor Approval	Mobile food service vendors must provide the City of Falls Church Commissioner of Revenue's office with the following information prior to issuance of a Mobile Food Vendor's sticker. 1. Two forms of valid identification; 2. Documentation from Zoning Division of the City of Falls Church Department of Development Services showing approval of the location(s) where the applicant will vend; 3. Copies of approved Business, Professional, and Occupational License application or proof of submitted application from Falls Church or other jurisdiction; 4. Completed Meals Tax registration/report form; 5. Food Establishment Permit from the Fairfax County Health Department or other jurisdiction; 6. Annual flat fee of \$250.
Step 5: Mobile Food Vendor Permit Sticker Issued!	Upon the successful completion of Steps 1-4, a Mobile Food Vendor's Sticker will be issued and the vendor may legally operate according to the conditions of their approvals. The Vendor's Sticker must be prominently displayed on their mobile food unit. Failure to comply with all required regulations (i.e. monthly meals tax reports) may result in the termination of a mobile food vendor's license and the imposition of significant fines levied per zoning and business regulations. We ask that vendors issued a Sticker indicate if you are willing to be called upon to provide food service in the event of a declared local emergency. Inability to provide this service will not impact your ability to obtain the required permits.

For information in your language please call 703 248-5014 (TTY 711) to request an interpreter. Để có thông tin bằng ngôn ngữ của quý vị, xin gọi 703-248-5014 để yêu cầu người thông dịch. Para recibir información en su idioma por favor llame al 703 248-5014 (TTY 711) para solicitar un interprete.

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703 248-5005, (TTY 711).