

Food Trucks & Mobile Vending Permit Guide



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Food Trucks & Mobile Vending Permits

Are you interested in operating an on-street mobile food truck in Regina? This information guide will assist you in applying for a City of Regina Mobile Vending Permit. This guide also includes contact information and answers to frequently asked questions.

Food trucks & Mobile Vendors have restrictions on where they are permitted to vend in the [Traffic Bylaw](#). The Mobile Vending Permit provides authorization to vend on City property subject to the restrictions of the bylaw which are listed below.

The Application Process

Use the following checklist when completing your application to ensure you have everything required for your submission:

Mobile Vending Application

[Click here](#) for the application.

Saskatchewan Health Authority Inspection

You will be required to submit Written confirmation from The Saskatchewan Health Authority (SHA) that the Mobile Vending Unit complies with Province of Saskatchewan Food Safety Regulations and the SHA's Guidelines.

Fire Safety Compliance Certificate

To schedule a Fire Inspection, email FAST@regina.ca.

SaskEnergy Gas Inspection

Food Trucks utilizing natural gas or propane fuel are bound under the *Gas Inspection Act* to comply with the current applicable national codes and that this system is still operating safely. Call 1-800-567-8899 to arrange your inspection.

Motor Vehicle Insurance

Call or visit a motor vehicle insurance company for vehicle registration information and services. Photo identification and bill of sale are required for the registration process.

Liability Insurance

The City of Regina requires that you carry \$2,000,000 general liability insurance and \$1,000,000 automobile liability insurance.

Business License

Anyone operating a business in Regina is required to have a business licence. If you are operating under a business that already has a license, another license for the mobile vending component is not required. Businesses considered a non-profit corporation under provincial

jurisdiction or businesses that operate from a premise that pays commercial or industrial property taxes are exempt, except for second-hand dealers, pawn brokers and coin dealers. To get information or to apply for a business license email licenses@regina.ca.

Food Truck Exterior Details

Photographs, detailed drawings, and dimensions of the exterior of the Mobile Vending Unit are required for your submission.

Fees

The following fees apply when applying for a mobile vending permit.

1. Base Permit = \$225/unit/year
 - a. Permitted
 - i. Vending on public roads.
 - ii. Vending as part of a special event on any public property.
 - iii. Vending on the Plaza as part of a special event.
 - iv. Vending at Recreation Facilities locations shown in Appendix A with the permission of the Manager of Community and Recreation Programs.
 - v. Vending at meter(s) for up to two hours when the meter(s) is paid for.
2. Meter Bag Add-on = \$250/bag/year
 - a. Permitted:
 - i. Access to parking meters beyond two hours maximum.
 - ii. Ability to reserve parking meter(s) in advance.
3. Pat Fiacco Plaza Electricity Add-on = \$80/unit/year
 - a. Permitted:
 - i. Vending on the Plaza using electricity when not a part of a special event

Frequently Asked Questions

Where are on-street mobile food trucks allowed to operate?

Vending is permitted at the following locations:

- Any street where the mobile vendor is legally parked in a parking lane where the speed limit is 50km/h or less.
- City owned leisure facility property as outlined in Appendix A.
- Anywhere within a closed road for special events or festivals where public roadways are barricaded and closed off to vehicles and permission has been received from the permit holder excluding Pat Fiacco Plaza.
- Pat Fiacco Plaza
 - Only in designated spots.
 - On non-event days only (unless you are part of the event)
 - Event calendar can be found [here](#).
 - Generators are not permitted.

- Power is available at this location only. A key will be provided with your permit.

Where are on-street mobile food trucks allowed to operate with permission?

Vendors may operate in some areas granted that they have received written approval prior to setting up operations from the affected people. Permission must be presented to City of Regina upon their request. The list of areas that vendors can operate in with permission is as follows:

- Areas within 20 metres of a permanent business selling prepared food while that permanent business is open to customers. Permission is required from the owner/manager of the restaurant.
- Areas within 20 metres of a licensed sidewalk vendor while the sidewalk vendor is open to customers. Permission is required from the owner/manager of the sidewalk vendor.

Where are on-street mobile food trucks NOT allowed to operate?

Vendors are prohibited from operating in:

- Areas designated as “No Parking”, “Loading Zone” or “No Stopping”.
- Areas not less than 10 meters of an intersection or crosswalk unless otherwise specified in the permit.
- Any street abutting school property on a school day between 8 a.m. and 5 p.m.
- Against the frontage or side of a residential property for more than 180 consecutive minutes, in the same block, more than once every 30 days.
- Areas that restrict or interfere with the ingress or egress of adjacent property owners.
- Any street with a speed limit exceeding 50km/h.
- Area on any City owned leisure facility property other than what is outlined in Appendix A.

Does the City of Regina assign designated locations for each on-street food truck?

No, the permitted food trucks can operate in any open spot as permitted in the requirements above. When parking at meters a vehicle must pay for or bag all meters that the parked vehicle occupies.

What are the rules for vending on the Pat Fiacco Plaza?

Generators are not permitted on the plaza at any time unless there is a power outage. There are seven spots intended for the parking of mobile vendors identified in Schedule “R” of the Traffic Bylaw and attached as Appendix “B” in this guide. Support vehicles, including those used to transport the mobile vendor, are not permitted to be parked on the plaza even during operation. Locations on the plaza are not reserved and are daily first-come-first-serve.

Are food trucks and mobile vendors allowed to operate on private property?

Vendors do not require a permit from the City to operate on private property. With the landowner’s permission, they may vend without a Mobile Vending Permit on private property.

What are the permitted hours of operation?

Dawn to Dusk except for Pat Fiacco Plaza, downtown, the Warehouse Business Improvement District, and as part of a community event where you may operate until after dusk.

How many food trucks can operate on one city street block?

There is no set number so long as the rules outlined in this document are adhered to.

Does it matter what side the service window is facing?

Yes. For safety purposes, the service windows should be oriented toward the sidewalk. Service windows that face the street are not permitted, except for special events or festivals where public roadways are barricaded and closed off to vehicles.

Does the City of Regina regulate the type of food that can be sold from a food truck?

No. The City of Regina does not regulate menus. The Saskatchewan Health Authority considers a food truck as a self-contained restaurant on wheels and regulates food safety.

What is the permitted size and weight of a food truck?

A unit can not exceed 7.6 metres (25') in length, and 2.4 metres (8') in width. If the weight of the vehicle and trailer exceeds 2,725 kilograms or if the vehicle and trailer exceeds six meters in length then the maximum permitted parking time is two hours.

Where can a food truck be parked when it's not operating?

When a food truck is not operation it must park on private property or follow the rules that any other vehicle would have to follow on a public road. For example, they cannot be parked longer than the signage allows, or where there is no signage, they cannot be parked for longer than 24 hours.

Are food truck operators responsible for their garbage and recycling?

Yes. Proper trash and recycling receptacles for customers and staff must be provided. Operators are required to keep the area in clean and safe condition.

Is the City of Regina responsible for providing food trucks with power and water sources?

No, the City is not required to provide power or a water source. However, power is provided on the Plaza as shown in Schedule R of the Traffic Bylaw which is shown in Appendix B in this document.

Do I need to pay parking fees for a personal vehicle?

Yes, personal vehicles must still pay for parking.

Are mobile vendors responsible for their patrons?

Yes, mobile vendors may be held responsible if their patrons are causing accessibility issues for the passing public. Locations with repeated safety/accessibility concerns may result in prohibition of the location.

Appendix A – Approved Vending Locations for Recreation Facilities

The following are approved vending locations for businesses with a Mobile Vending Permit. Vendors can only park in the designated area outlined in red on the map. Only one vendor is permitted per designated area and access to that location is first come, first served. Mobile Vending Units cannot be left in the locations overnight. Privileges to vend at these locations may be revoked at the City's discretion.

Major Facilities

Neil Balkwill Civic Arts Centre

2420 Elphinstone Street

*Mobile Vending is not allowed at this location

North West Leisure Centre

1127 Arnason Street



Sandra Schmirler Leisure Centre

3130 Woodhams Drive



Sportplex – Fieldhouse & Lawson Aquatic Centre

1717 Elphinstone Street

*Mobile Vending is not allowed at this location

Outdoor Pools

Buffalo Meadows Outdoor Pool

1401 Montague Street

*Mobile Vending is not allowed at this location

Maple Leaf Outdoor Pool

1101 14th Avenue

*Mobile Vending is not allowed at this location

Massey Outdoor Pool

100 Massey Road

*Mobile Vending is not allowed at this location

Regent Outdoor Pool

3600 McKinley Avenue

*Mobile Vending is not allowed at this location

Wascana Outdoor Pool

2211 College Avenue

*Mobile Vending is not allowed at this location

Arenas

Al Ritchie Arena

2230 Lindsay Street



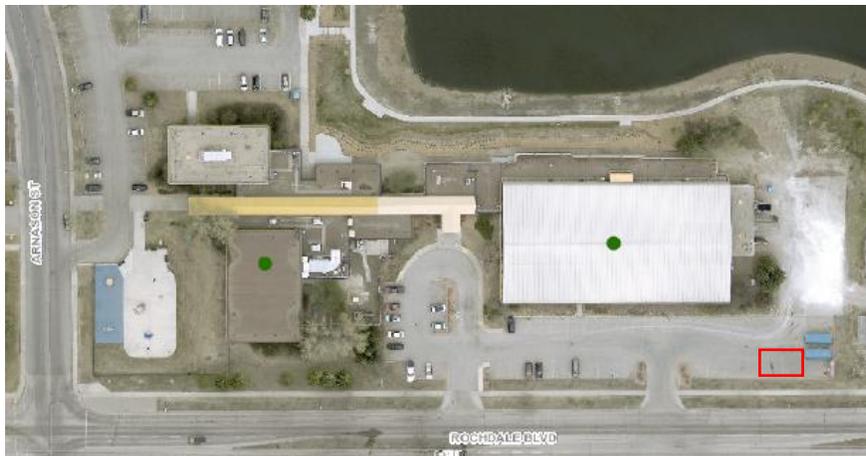
Clarence Mahon Arena

130 Brotherton Avenue

*Mobile Vending is not allowed at this location

Doug Wickenheiser Arena

1127 Arnason Street N



Jack Hamilton Arena

1010 McCarthy Blvd

*Mobile Vending is not allowed at this location

Jack Staples Arena

444 Broad Street N

*Mobile Vending is not allowed at this location

Murray Balfour Arena

68 Massey Road

*Mobile Vending is not allowed at this location

Optimist Arena

222 Sunset Drive

*Mobile Vending is not allowed at this location

Wheat City Kinsmen Arena

560 Elphinstone Street

*Mobile Vending is not allowed at this location

Neighbourhood Centres

Cathedral Neighbourhood Centre

2900 13th Avenue

*Mobile Vending is not allowed at this location

Core Ritchie Neighbourhood Centre

445-14th Avenue



Glencairn Neighbourhood Centre

2626 Dewdney Avenue East

*Mobile Vending is not allowed at this location

South Leisure Centre

170 Sunset Drive



**This location is for April – September only. Please see Optimist Arena for summer locations.

Appendix B – Schedule R – Regina Traffic Bylaw

SCHEDULE "R"
Map of City Square Boundaries

