

General information

A Food Cart Pod is a semi-permanent collection of food & beverage carts. Food Cart Pods have approved site plans with:

- Approved cart layouts;
- Designated utility connection points (if applicable);
- Restroom locations; and
- Seating areas (if applicable).

Each cart is reviewed to ensure it meets regulations and the conditions of approval for the Food Cart Pod. Licenses cannot be issued before approval of the development permit application for the Pod as a whole.

Other permits and licenses are required, such as a Gresham Fire permit and Multnomah County mobile food unit license and health inspection.

www.greshamoregon.gov/Food-and-Beverage-Carts
www.greshamoregon.gov/Business-Licenses

Application materials

- Standard business license **application**.
- Approved **site plan** showing proposed cart placement (and utility connections, if any).
- Copy of **Vendor Handbook** (*provided by Food Cart Pod operator*).
- Copy of **wastewater/graywater plan** as submitted to Multnomah County Health Department.
- **Food menu** and general description of how food will be prepared.
- **Fire** suppression & fire extinguisher information.
- Description of all proposed **sign** types, size, quantity, and placement.
- **System Development Charges** (SDCs) if any are due.
- **Signed approval/agreement** with the Pod operator.
- Signed acknowledgement of Conditions of Approval.

Code

Standards for Food & Beverage Carts are found in **Section 10.1600** of the Gresham Community Development Code (GCDC).

Other resources

State of Oregon: Business Xpress

This site can help you set up your business with the state.

www.oregon.gov/business/pages/index.aspx

Small Business Administration

This site can help you plan how to start a business.

www.sba.gov

Multnomah County Health

Get a license before you open.

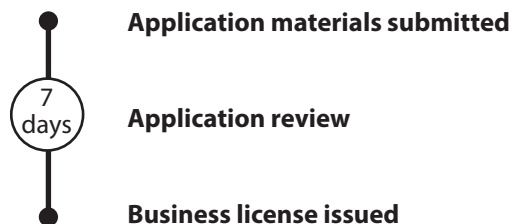
www.multco.us/services/food-carts-mobile-food-units

Micro Enterprise Services of Oregon (MESO)

MESO assists small businesses with education, planning, technical assistance, and financing.

www.mesopdx.org

Timeline



SITE INFORMATION		Office use only:
Food cart pod name and address		Project #
Vendor name	Cart space	SDC Information <i>Amount paid</i>
Vendor phone	Utility hookup ID	<i>Date received</i> <i>Staff initials</i>
Name of business	Cart size <i>Length: _____ feet</i> <i>Width: _____ feet</i> <i>Footprint: _____ square feet</i>	Date application received
ACKNOWLEDGEMENT		
<p>Check to acknowledge you understand the below responsibilities and conditions of operating a food cart.</p> <p><input type="checkbox"/> All vendors must follow the rules and conditions in the Vendor Handbook provided by Pod operator (pods only).</p> <p><input type="checkbox"/> The cart may not open for business until a Fire department permit and inspection is approved.</p> <p><input type="checkbox"/> Carts must be kept in good repair and be maintained in a safe and clean condition.</p> <p><input type="checkbox"/> Customers are not allowed inside the food cart.</p> <p><input type="checkbox"/> Carts cannot have engines and cannot be longer than 26 feet.</p> <p><input type="checkbox"/> Fresh water, dirty water, gas, and electric hookups may only be from an authorized connection point, or servicer, such as one assigned by a pod operator (see site plan). Dirty water must not be disposed off-site or into the City's stormwater system.</p> <p><input type="checkbox"/> Fats, oils, and animal renderings must be disposed into the designated oils disposal container (see site plan).</p> <p><input type="checkbox"/> Awnings over service windows must be at least 7 feet off the ground.</p> <p><input type="checkbox"/> Customers must have access to on-site restroom facilities during operating hours.</p> <p><input type="checkbox"/> Only the following signs are allowed:</p> <ul style="list-style-type: none"> • One wall or banner sign for each side the cart. The sign cannot be larger than 50 percent of the square footage of the side of the cart (8 to 48 square feet). Signs that are part of the cart (such as vinyl wraps or signs painted on the stand or cart) are exempt from the size limitations. • Each cart is limited to 1 sandwich board sign. No more than _____ sandwich board signs in total are allowed on the site. One sign will be for the pod in general. It is up to the pod operator to decide which carts get a sign along the street. <p><input type="checkbox"/> Trash and garbage must be cleaned up promptly.</p> <p><input type="checkbox"/> Changes in ownership or food cart size must be reported to City of Gresham Planner on Duty.</p> <p><input type="checkbox"/> Dirty water must not be poured into stormwater grates, catch basins, or onto the ground.</p> <p><input type="checkbox"/> A City of Gresham business license must be kept current at all times.</p>		
<i>I understand the responsibilities and conditions of operating a food cart and will ensure that cart employees will comply with them.</i>		
Print name	Development Planning Manager/Designee	
Signature	Date	