



Apex Police Department Transient and Mobile Food Vendor Permit Information



The Town of Apex Ordinance that governs this type of activity can be found at www.municode.com under Article IV. You are encouraged to read the ordinance and be familiar with the regulations in this ordinance as you will be held to them.

Each vendor must bring their application in person to the Apex Police Department with a receipt that payment has been made to the Town of Apex. Payment must be made at the Apex Town Hall in the Finance Department.

1. You are required to supply the following items with your completed application (applications will not be accepted if all documentation is not included):
 - A valid government issued identification (i.e. driver's license, state identification card, passport)
 - Registration for any vehicle and/or trailer being used for the permitted activity
 - Proof of Insurance vehicle and/or trailer being used for the permitted activity
 - County Health Inspection (applicable food vendors)
 - Town of Apex Fire Inspection (applicable food vendors-contact a TOA Fire Marshall at 919-362-4001 to schedule)
 - Property Owner Authorization Letter
 - Receipt for non-refundable application processing fee (paid at the Town of Apex Finance Department-73 Hunter St.)
2. The fee for each permit is \$150 and permits are valid for one year.
3. Permits cannot be renewed. Applicants must reapply and provide all the above listed documents to obtain a new permit.
4. Operating standards include:
 - Hours of operation are limited to 6 am to midnight each day
 - Mobile food vendors must provide at least one adequate trash receptacle for their customers' use and remove and dispose of all trash within 10 feet of their mobile food unit
 - Mobile food vendors may not erect outdoor seating for dining (i.e. tables, tents, chairs, booths, bar stools, benches, etc.)
 - Any continuous amplified sound or music is prohibited
 - All signage must comply with the Town of Apex Unified Development Ordinance
5. Vendors must operate on private property with the written permission of the property owner. Vendors cannot operate in or block any public rights-of-way to include roadways and sidewalks nor may vendors operate in an area in which impedes or interferes with pedestrian or vehicular traffic.
6. Vendors wishing to operate in a Town Park must obtain a Park Concessions permit as outlined in Article III.
7. Permit applications will be reviewed and permits will be issued within five business days.

If you have any questions contact Nicole Garcia of the Apex Police Department at 919-249-3447 or nicole.garcia@apexnc.org