



Food & Beverage Cart Permit Information

Rules, processes and fees to start a cart

For more information,
contact the
Planner on Duty:
Phone 503-618-2780
POD@GreshamOregon.gov

Introduction

Food & Beverage Carts are allowed in Gresham.

They must acquire appropriate permits, meet all City standards and be approved through the appropriate review process. Food & Beverage Carts also are subject to annual City inspections to ensure continued compliance with City rules (in addition to regular inspections by the Multnomah County Health Department that cover State of Oregon and County health rules.)

This document provides information on the appropriate permits, standards and processes. Questions may be directed to:

Planner on Duty, City of Gresham
503-618-2780

POD@GreshamOregon.gov

Standards for Food & Beverage Carts are found in Section 10.1600 of the Development Code. Find the Code on the City's website at: www.GreshamOregon.gov/developmentcode

Permits needed

Food & Beverage Carts operating in Gresham must have the following permits/licenses:

- A City of Gresham Food & Beverage Cart Permit
- A City of Gresham business license
<http://greshamoregon.gov/businesslicense/>
- City of Gresham Fire Prevention Permit
<http://greshamoregon.gov/city/city-departments/fire-and-ems/Template.aspx?id=3630>
- Multnomah County Health Department license
<http://web.multco.us/health/food-carts-mobile-food-units>

Food & Beverage Carts also may need the

Food & Beverage Carts definition

The sale of goods or merchandise from a location outside of a building in a mobile unit where at least 50 percent of the sales is a combination of food and beverages. Examples include coffee carts and carts or trailers designed to serve food. Exceptions include residential lemonade stands and similar short-term sales associated with residential uses.

Please note that Food & Beverage Carts must be mobile units but cannot operate from motorized vehicles. An example of a mobile unit that would meet the standards is a trailer modified for the purpose of selling food (but not a food truck or RV).

following permits:

- State permits as applicable, such as an insignia from the Prefabricated Structures Section of the Oregon Building Codes Division (www.cbs.state.or.us/bcd) or Department of Motor Vehicles (www.oregon.gov/ODOT/DMV) vehicle registration for trailers.
- Building Permits may be needed for structures or utility permits (such as electrical, water and sewer connections).

Where allowed

Food & Beverage Carts generally are allowed where Business and Retail Service and Trade are allowed. See the [Development Code](#) Section 10.1600 for details.

Utilities

Uses wishing to connect to municipal services and electrical service (such as water, sewer and electricity) will need to acquire permits and establish temporary (such as recreational vehicle-style) connections so the units can remain mobile.

Contact the Gresham Permit Center for appropriate permits at 503-618-2845 or www.GreshamOregon.gov/permits

GRAYWATER

Food & Beverage Carts must provide a graywater disposal plan that describes how graywater will be disposed of properly. The plan must indicate a method that ensures the graywater is disposed of properly and fats, oils and grease do not enter the City's sanitary sewer system. Dumping water on the ground, streets or in storm drains is prohibited. If contracting with a third-party service for graywater disposal, a copy of the contract must be provided to the City.

Food & Beverage Carts may connect to the municipal wastewater system but can only establish a temporary (such as RV-style) connection. Uses that cook or prepare foods or beverages will be required to install a grease interceptor to capture grease, oil or solid foods. Contact City of Gresham Wastewater Services at 503-618-2525 for more information.

The Multnomah County Health Department also has requirements.

WATER

Food & Beverage Carts may run water lines to the site, but water provided to a mobile unit must have a temporary (such as a hose bib) connection to that unit. A backflow prevention assembly may be required to prevent contaminated water from flowing into the public drinking water system. For more information, contact:

Rockwood Water People's Utility District: 503-665-4179, www.rwpud.org

City of Gresham Water: 503-618-2525, www.GreshamOregon.gov/water

Food & Beverage Carts can still bring their own water to the site and are not required to hook up to City facilities. The Multnomah County Health Department also has requirements.

QUESTIONS?

This document provides a summary of rules and contact information. Applicants should review the appropriate rules, such as the [Development Code](#), to understand the rules for their particular use and site. For questions, contact the Planner on Duty: 503-618-2780 or POD@GreshamOregon.gov.

ELECTRICITY

Uses may add electrical service. Contact the Gresham Permit Center at 503-618-2845 for more information.



Structures/accessory items

For Food & Beverage Carts, structures intended for customer use shall only be tents, canopies and similar membrane structures that meet Building Code and Fire Code standards for permanent structures. Building Code rules include anchoring and engineering standards. Fire Code standards include adequate fire protection, ingress and egress and fire retardant materials.

Awnings attached to carts are allowed and must be at least 7 feet high to allow pedestrians to walk under them.

Contact the Gresham Permit Center for appropriate Building permits at 503-618-2845 or www.GreshamOregon.gov/permits. Contact Gresham Fire & Emergency Services at 503-618-2355 or www.GreshamOregon.gov/fire for information about complying with Fire Prevention Permit Guidelines.

Seating, such as picnic tables, is allowed.



Example tent for customer shelter

Site design rules

Food & Beverage Carts shall:

- Meet land-use district minimum setbacks (distance from property line to the use) for the site perimeter.
- Meet the minimum buffer standard (typically 15 feet) if a residential lot is next door.
- Be at least 25 feet from a driveway entrance.
- Be at least 3 feet from the right of way (back of sidewalk).
- Put customer service windows at least 5 feet from an active drive aisle used by cars.
- Not occupy pedestrian walkways or required landscape areas.
- Be on a paved surface (except for agricultural product sales).
- Have, for drive-through uses, at least 85 feet of queuing distance between the service window and the driveway entrance.
- Meet any additional Fire Code requirements regarding distances from other structures or combustible materials.
- Be at least 10 feet from each other.
- On sites with multiple Food & Beverage Carts that are close to the street, at least one-third of them must face the street with a service window.

Restrooms

Restrooms with handwashing facilities must be available for employees. Carts that serve food to walk-up customers must provide a restroom for customers. The restroom can be on-site or within one-quarter mile or a five-minute walk (such as at a neighboring business). It must be available during the cart's hours of operation. Applicants must provide documentation showing a restroom is available. If the restroom is at another

building nearby, the document must be signed by the property or business owner.

Signs

Signs are allowed on the cart, plus one readerboard or A-board sign per use per street frontage. Sign rules are in Appendix 6 of the Development Code.

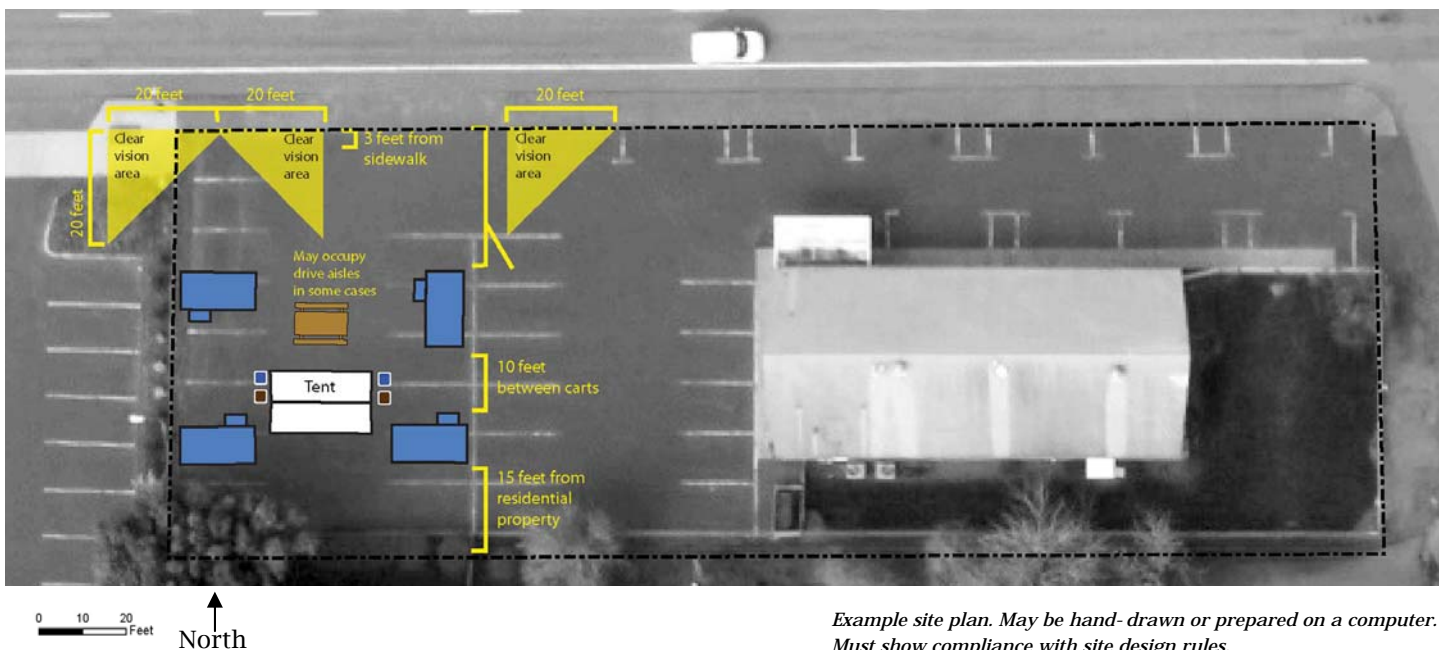
Garbage, recycling and compost

Adequate garbage and recycling facilities are required on each site. Contact the City of Gresham Solid Waste and Recycling Program at 503-618-2694 or GreatBiz@greshamoregon.gov.



Fire safety

A fire suppression system may be required. Any cooking device that is indoors, in a trailer, and/or in a combustible booth and creates grease-laden vapors shall provide an approved hood and extinguishing system, or be the type with a self-closing lid or other form of self-extinguishment approved by Gresham Fire and Emergency Services.



Example site plan. May be hand-drawn or prepared on a computer. Must show compliance with site design rules.

Appropriate fire extinguishers also are required. See the [Fire Prevention Planning Guide for Special Events & Seasonal Sales](#) for more information.

Propane tanks must be stored and handled properly, such as being 10 feet from combustible vegetation and trash containers and 20 feet from a potential ignition source. They also must remain outdoors and be secured from falling.



Contact Gresham Fire & Emergency Services at 503-618-2355 or www.greshamoregon.gov/fire for information about complying with Fire Code rules.

Processes and fees

The review process for each use is specified in the Development Code. See www.greshamoregon.gov/developmentcode and look at Section 10.1600 for Food & Beverage Carts.

New Food & Beverage Carts or Interim Uses must go through a Type II review, which is a staff review with public notice required. Once approved, no renewal application is needed in most cases. They must go through an annual inspection and pay an annual inspection fee. The inspection fee notice will be with the business license renewal letter.

If a use has an uncorrected Code violation during the year, a new Type II review will be required for the use to continue at the site the next year.

For 2013-14, fees are:

- Type I: \$750
- Type II: \$1,110
- Inspections and re-inspections: \$94.

All fees are subject to a 1 percent technology fee.

New Food & Beverage Carts may have to pay System Development Charges (SDCs), such as for Transportation and Parks. For questions about SDCs, contact the City's Development Engineering section in the Department of Environmental Services (Ken Koblitz at 503-618-2628).

Submittal requirements

- Development permit application

- Site name and address
- 2 copies of written statement explaining the proposal and addressing the standards in the Development Code
- 10 copies of a written statement explaining the proposal and indicating how the use will get water, electrical and sanitary service (if applicable).
- Graywater disposal plan
- 10 copies of a site plan showing:
 - North arrow and scale
 - Dimensions of the site
 - Adjacent streets, including names
 - Scaled location of buildings, carts and accessory items (such as tents and tables) on the site
 - The size and location of the area being used
 - Show existing and proposed access to the lot
 - Show dimensions of existing and proposed easements
 - Location and dimensions of gravel, pavement, grass and landscaped areas
 - The size and location of all parking spaces on the site (if the use will be in the parking area show how many parking spaces will be taken up by the use).
 - Clear vision triangles (30 feet for streets and 20 feet for driveways)
- One of the following:
 - Notarized signature of owner(s) or
 - Owner's notarized authorization letter and notarized signature of representative
 - If signing for a company, corporation, etc., must include permission, on letterhead, authorizing the signer to endorse the application for the company, corporation, etc. For ownership verification, submit one copy of the most recent deed or title report for all involved properties.
- The required fee.