



## Mobile Food Unit Submittal Requirements

City of Battle Ground  
Community Development Planning Division  
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Battle Ground, WA 98604  
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The following is a checklist of the required information for submitting a MOBILE BUSINESS UNIT application. Applications will not be processed until all of the following material is submitted and determined technically complete. (BGMC [5.04.040](#), [17.143.050](#), and [17.200.060](#))

### ONE COPY OF ALL OF THE BELOW ITEMS ARE REQUIRED FOR SUBMITTAL:

- QUESTIONNAIRE FORM completed and signed by owner(s) of record or their designee, which includes the required information:
  - Evidence of an active business license from the State of Washington with a city of Battle Ground endorsement.
  - Property owner authorization for subject site.
  - Appropriate permission if located within 300' of an active special event or city authorized concession stand in any public park.
  - Right of way permit if proposed to be located in city owned property, or right-of-way.
  - Photo of the business cart.
  - Clark County Health Permit. (Mobile food carts only)
  - Permission from restaurant or eating establishment within 100', if applicable. (Mobile food carts only)
- SCALED SITE PLAN indicating compliance with BGMC [5.04.030](#) (Attached as part of this application) in addition to the following items:
  - Property dimensions of subject location site, including existing site conditions, i.e., other buildings, parking spaces, driveways etc...
  - Location of business cart on site including awning and seating area, if applicable
  - Location of trash receptacles, if applicable
  - Indicate location of all electrical cords and method being used to avoid tripping hazard
  - Location of abutting streets
  - Proposed ADA access both vehicular and pedestrian
  - Note: If installation of any signage is proposed, please indicate on the site plan. Refer to BGMC [17.139](#) for specific details required.