



Mobile Food Vendors Submittal Checklist

Effective Date: January 1, 2026

Food Truck Name: _____

Business Address: _____

- Does this food truck intend to operate at multiple locations?
- Does this food truck intend to attend special events?

All plan submittals must include this completed checklist and be uploaded through AccessGov.

Submittals shall comply with:

- 2024 International Fire Code
- Summit Fire & EMS (SFE) Life Safety Policy
- 2024 SFE Amendments
- All other applicable ICC and NFPA codes

Incomplete submittals will be marked as "Corrections Required" and must be resubmitted with applicable fees.

I. General Submittal Requirements

- Plans meet the minimum requirements of the 2024 International Fire Code.
- Electronic plans submitted in flattened, unsecured PDF format.
- A complete and descriptive scope of work letter is provided and includes:
 - Proposed food menu
 - Layout diagram of the food truck interior
 - Intended operating location(s), hours of operation, and contact information
 - Type(s) of energy used (e.g., generators, propane, etc.)

II. Fire Protection Equipment

- Fire extinguishers are mounted and easily accessible. All cooking vendors must have:
 - A 2A:10BC fire extinguisher
 - A Class K extinguisher if cooking produces grease-laden vapors

Commercial kitchen hood systems shall be inspected and tagged by a qualified technician every six (6) months.

III. Operational Permits & Inspections

Food vendors must complete an operational permit application and inspection with Summit Fire & EMS at least two weeks before any event.

Final Review:

Submittal Accepted Corrections Required Resubmittal Received

Applicant Acknowledgment:

By signing below, I acknowledge that I have read and understood all permit submittal requirements outlined in this checklist. I certify that all submitted materials meet the specified codes and standards to the best of my knowledge.

Applicant Signature: _____

Printed Name: _____

Company: _____