

Mobile Store



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This factsheet is for informational purposes only. Please be sure to consult the relevant City of Kelowna bylaw.

PURPOSE

The following information has been compiled to assist applicants with the regulations of a Mobile Store Business Licence, which includes separate requirements from Interior Health, the Fire Department, and the Planning Department.

GENERAL REQUIREMENTS

All concession and vendor operators must:

- Have a valid [business licence](#)
- [Apply for a business licence online](#) or in-person at the Application Centre on the second floor of City Hall (please bring a piece of ID and general information about the business).
- Comply with our [Zoning Bylaw No. 12375](#)
- Receive [Interior Health Authority certification](#) (if selling food)
- Comply with our exclusion zone including City parks and beaches as per the [Business License & Regulation Bylaw No. 12585](#).
- Comply with all Fire Department requirements

FIRE DEPARTMENT REQUIREMENTS

Mobile food vendors who wish to operate in Kelowna are subject to the requirements of the [Fire and Life Safety Bylaw, 10760](#), as listed below. Vendors who are non-compliant with the requirements won't be permitted to continue operating. Vendors are subject to an annual inspection from the Kelowna Fire Department to obtain their required operating decal. Alternatively, vendors may submit a completed [Self-Evaluation Form](#) if they meet the listed requirements. An inspection decal will be provided upon completion of the inspection. Mobile Vendors without a City of Kelowna Business License will be charged an inspection fee of \$52.50.

Each year, the Fire Department hosts a day where mobile food vendors are not charged for their inspection.

For special events approved by the Outdoor Events Committee, fire inspections must be conducted a minimum of three hours prior to operation. All vendors are subject to routine inspections from the Kelowna Fire Department.

For a full list of Fire Department requirements, please reference their [Mobile Food Vendor webpage](#).

Business Licenses
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250-469-8617
FAX 250-862-3340

REQUIREMENTS FOR OPERATING ON PRIVATE LAND

Those who wish to operate on private land must also follow the following guidelines:

1. The mobile store use (food services, retail, etc.) must be an allowable one in the zoning category that applies to the property on which the license is applied for.
2. The following must be provided the following at the time of application for the business licence:
 - a. Authorization from the property owner for the applicant to apply for the mobile store business license.
 - b. A site plan which includes the following:
 - i. Proposed location of the mobile store on the site
 - ii. Duration mobile store is proposed to be on the site, days of operation and hours of operation
 - iii. Distance from property lines and buildings of the mobile store
3. City Staff will verify the number of parking stalls required by existing uses on the site as per the Zoning Bylaw (there must be adequate parking for existing uses and no additional parking stalls must be required for the mobile store)
4. Applicant must demonstrate reasonable access to washroom facilities for mobile store employees or operators.

REQUIREMENTS FOR OPERATING ON PUBLIC LAND

Operation within the exclusion zone, which also includes City parks and beaches, requires a [concession permit](#) with the Property Management Department as well as a business licence. This is outlined in [Business License & Regulation Bylaw No. 12585](#).on pages 23-24.

Mobile stores may also operate similarly to an ice cream truck where they do not park in any specific location, but operation must remain outside of the exclusion zone. In this model, you may only stop to make a sale or two and move on to another location.

MARKET OR SPECIAL EVENT OPERATION

Mobile stores strictly operating as a part of a market or special event, where the vendor licence is covered under the market or special event licence, are exempt from requiring a business licence if they are on an approved vendor list and have met all health and safety requirements.