



CITY OF WHITTIER
MOBILE FOOD SERVICE PERMIT APPLICATION
Permit valid January 1st through December 31st
2024

PERMIT # _____

APPLICANT INFORMATION

Applicant Name/s: _____

Business Name: _____

Phone Number: _____ Email: _____

Mailing Address: _____ City, State & Zip: _____

MOBILE FOOD SERVICE INFORMATION

Vendor Type: ☐ Food Truck/Trailer ☐ Food Cart ☐ Pop-Up Tent ☐ Other: _____

Mobile Food Unit VIN/Registration #: _____

ADEC Food Establishment Permit #: _____ State Driver's License #: _____

Insured By: _____ Certificate of Liability Insurance #: _____

Is the City of Whittier named as co-insured to policy? ☐ Yes ☐ No *(If no, this application will be denied)*

Proposed location of Mobile Food Service: _____

Land zoned as: ☐ Commercial ☐ Small Boat Harbor

REQUIRED DOCUMENTATION & FEES *(Required – Check each box)*

Copy of a valid Food Establishment Permit issued by the Alaska Division of Environmental Health.

Copy of agreement letter with private landowner or lessor for Mobile Food Vendor zoned Commercial or Small Boat Harbor use.

Copy of Certificate of Liability insurance with liability coverage of \$500,000.00 (WMC 14.10.040 (B)).

Mobile Food Service Application Fee to the City of Whittier of \$250.00 (WMC 14.10.060).

City of Whittier Business License Application of \$50.00 (WMC 3.08.150).

Acknowledgement of Applicant:

By signing below, I acknowledge that the City of Whittier Mobile Service application is true, correct, and complete. I agree to review and comply with WMC 14.10 and the terms outlined at all times. I understand that the City of Whittier may revoke this license if it is noncompliant with the City of Whittier rules and guidelines.

Signature

Date

OFFICE USE ONLY

Submitted Date: _____

Received By: _____

Completed all requirements and fees: ☐ Yes ☐ No

Approved: ☐ Yes ☐ No

Permit License #: _____

Business License #: _____

By: _____

Public Safety Director

Figure 7
Whittier Core Area
Zoning

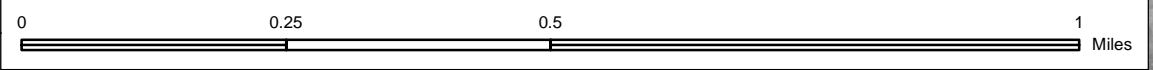


Legend

Single Family Residential	Planned Unit Development
Multi-Family Residential	Small Boat Harbor
Commercial	Open Space
Industrial	Public Facility

Source: Whittier Comprehensive Plan, 1995

2





**City of Whittier
Business License Application
YR 2024-25**

DEPARTMENT USE ONLY

License #: _____

☐ NEW

☐ RENEWAL

☐ PTBT

☐ SALES TAX

☐ NON-FILER

**Licenses issued for the period of two calendar years (January 1 – December 31).
Licenses obtained any time during the year 2024 will expire on December 31, 2025**

THE NON-REFUNDABLE BUSINESS LICENSE APPLICATION FEE IS \$50.00.

Please make checks payable to the **City of Whittier** or call (907) 472-2327 Ext. 201 for credit card payment.

Note: You must have a valid Alaska state business license before a City of Whittier business license can be issued. (Please include a copy).

Business Name: _____ DBA: _____

AK Business License Number: _____ Expiration Date: _____

Phone: _____ Secondary Phone: _____ Fax: _____

Email: _____ Website: _____

Physical Address: _____

Mailing Address: _____

Nature and description of business: _____

Will this business be selling liquor? ☐ YES ☐ NO

Hotel/Motel/B&B? ☐ YES ☐ NO

Corporation or Limited Liability Company (LLC)

Corporation Name: _____ EIN: _____

Sole Proprietorship

Proprietor's Name: _____ SSN: _____

Partnership, Limited Liability or Limited Partnership

Please provide the social security number of the primary partner and the names of the first two partners.

If there are more than two partners, please attach a complete list of partner names.

Partner #1: _____ SSN: _____

Partner #2: _____ SSN: _____

**Have you been issued a City of Whittier Business License under a different name? ☐ Yes ☐ No*

If yes, please provide name of Business: _____ Account Number: _____

Description of Business Tax Reporting: ☐ Sales Tax ☐ Passenger Transportation Business Tax

This application must be completed in its entirety. This application must be signed and dated by the person completing this application on behalf of the business and must state the person's title or position in the business.

I declare, under penalty of perjury, that this application is true and complete.

Printed Name

Signature

Title

Date Signed



CITY OF WHITTIER MOBILE FOOD SERVICE GUIDELINES WMC 14.10

The Mobile Food Vendor must comply with the Mobile Food Service provisions found in Whittier Municipal Code (WMC) Chapter 14.10 in the City of Whittier. This establishment must:

1. Comply and complete all State of Alaska requirements such as a State of Alaska License and Food Establishment Permit Application by Alaska Division of Environmental Health Food Safety and Sanitation Program.
2. Comply with WMC 14.10 for Mobile Food Vendor Services and WMC 3.08.150 Business License requirements.
2. Apply for a City of Whittier Business License (\$50.00) and Mobile Food Service Permit (\$250.00) and pay applicable fees.
3. List the City of Whittier as co-insured for liability coverage for bodily and personal injury and property damage liability of \$500,000.00 each occurrence and aggregate.
4. Agree to hold the City of Whittier harmless against all claims of whatever kind, including any legal defense costs resulting from the business activities carried on under the mobile food service license.
5. Have proof of approved land use agreement letter with private landowner or lease holder in an area zoned as Commercial or Small Boat Harbor.
6. Comply with the current zoning area and may not operate inside the boundaries of a municipal park or campground, or in any congested area where operation may impede or inconvenience the public.
7. Not operate in front of or immediately adjacent to an established business offering the same or similar commodities from a fixed location, unless a designated vendor parking area has been named.
8. Provide a written notice to the City of Whittier – PO Box 608 Whittier, AK 99693 if business plans to no longer operate and conduct active business.

If you have any questions or concerns, please contact the City of Whittier Administration Office at (907) 472-2327.

I have read and understand the policies and guidelines above and agree to all terms and conditions by the City of Whittier set forth above.

Applicant Signature: _____ Date: _____

Send application to: City of Whittier
P.O. Box 608
Whittier, Alaska 99693

cityclerk@whittieralaska.gov
Phone: (907) 472-2327
Fax: (907) 472-2404

Payable:
Cash / Check
Credit Card