



**Community Development  
Department**  
City of Wisconsin Rapids  
444 West Grand Avenue  
Wisconsin Rapids, WI 54495  
Ph: (715) 421-8228

# Mobile Vending Fact Sheet

(PERMIT REQUIRED – SEE ATTACHED)

## DEFINITION:

6.02 Mobile Vendor **Mobile Vendor/Vending Unit:** Mobile vendor means a person who peddles, vends, sells, serves, displays, offers to sell or give away food, beverages, and related items from a mobile vending unit. Mobile Vending Unit means any motorized or non-motorized vehicle, trailer, kiosk, push, or pedal cart, stand, display, carried container, blanket, ground covering, or other devices, designed to be portable and not permanently attached to the ground from which food, beverages, or related items are being peddled, vended, sold, serviced, displayed, offered for sale or given away. Mobile vending does not include a mobile wholesale delivery unit, a vehicle which is used solely to transport or deliver food, or a common carrier regulated by the state or federal government.

**Parking Requirements:** Exempt. If a permanent or regular location has been identified a site plan shall accompany a Zoning permit application.

**Supplemental Standards:**

- (a) **Local permit.** A local permit is required to operate, in addition to Zoning review procedures as identified in Appendix A.
- (b) **Health Department Permit.** A local health department permit may be required, dependent upon the use.
- (c) **Liquor license.** Not permitted
- (d) **Location.** See the land use matrix table (Appendix A).

[1] Commentary: See ch. DHS 196, Wis. Admin. Code

**LOCATION:** Mobile vending is NOT PERMITTED WITHIN RESIDENTIAL ZONING DISTRICTS. Mobile vending is permitted within the following Zoning Districts:

- B-1 – B-5 Commercial Districts
- I-1 Institutional District
- P-1 Park and Recreation District
- M-1 & M-2 Manufacturing/Industrial Districts
- C-1 Conservancy Districts

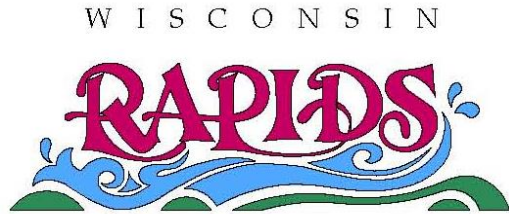
**\*\*\*NOTE:** *The use within the Park district and Conservancy district is only permitted via a special event permit issued through the City. Contact the Clerks office for more information.*

**\*\*\*NOTE:** *An ice cream truck is exempt from the above location restrictions, but requires a permit.*

For more information on Zoning Districts [view the Zoning Map](#) or contact the Community Development Department.

The complete Mobile Vending Ordinance within Chapter 6 of the City Municipal Code can be provided upon request or viewed at the link below: Mobile Vending (pages 21-23):

<https://www.wirapids.org/municipal-code.html>



## City Clerk

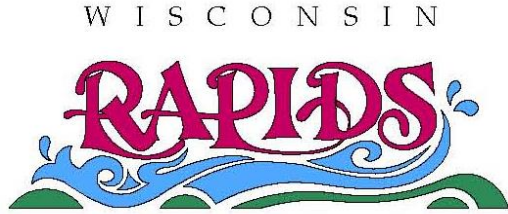
444 West Grand Avenue  
Wisconsin Rapids, WI54495-2780  
Ph: (715) 421-8200 • Fax: (715) 421-8280

## Permit Application Packet for Obtaining a Mobile Vending Permit

---

The following items must be completed and submitted as a packet:

- Mobile Vending Permit Application.
- A drawing or photograph, with dimensions, of the mobile vending unit.
- Copy of a current Wood County Health Department license for the vending of any food items.
- Proof of required insurance.
- Copy of a current State of Wisconsin Seller's Permit.
- Inspection of the Mobile Vending Unit by the City Fire Department (NFPS Standards).
  - Call for inspection: 715-423-1150
- Required Mobile Vending Application fee.
- Signed Indemnification Agreement.



## Community Development

444 West Grand Avenue  
 Wisconsin Rapids, WI54495-2780  
 Ph: (715) 421-8228

### Mobile Vending Permit Application

**For Office Use Only**

Date Received:	Date Permit Issued:
----------------	---------------------

**APPLICANT INFORMATION:**

Applicant Name:		Applicant Date of Birth:
Applicant Address, City, State, and Zip:		
Applicant Phone Number:	Applicant Email Address:	
Have you been arrested or convicted of any crime or ordinance violation:    Yes <input type="checkbox"/> No: <input type="checkbox"/>		
If Yes, what was the nature of the offense and the place of conviction:		

**BUSINESS INFORMATION:**

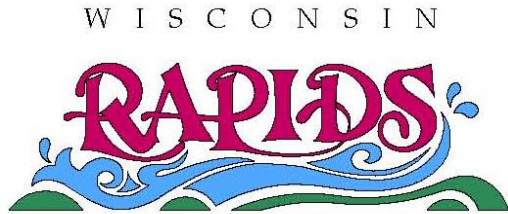
Business Name:	
Business Address, City, State, and Zip:	
Business Phone Number:	Business Email Address:
Type of Business: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation (Attach Agent Name, Address, and Date of Birth and Corporation Registration) <input type="checkbox"/> Partnership (Attach Names and Addresses of the Partners)	

**PROJECT INFORMATION:**

Driver's License Number:
Vehicle Identification Number:
Description of Items to be Sold:
Description of the Location or Route:

I certify that I have read this application and state that the above information is correct and that I am the owner or the duly authorized agent of the owner of the mobile vending operation. I understand that I am subject to all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the municipality. I expressly grant the City of Wisconsin Rapids the authority to run a police background check.

**Applicant (Print):** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Community Development

444 West Grand Avenue  
Wisconsin Rapids, WI54495-2780  
Ph: (715) 421-8228

### *Conditions, Other Requirements and Approval*

---

#### **Conditions**

This permit is issued pursuant to Section 6.27 of the Municipal Code and the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.

---

---

---

#### **Other Requirements**

- A drawing or photograph, with dimensions, of the mobile vending unit.
- Copy of a current Wood County Health Department license for the vending of any food items.
- Proof of required insurance.
- Copy of a current State of Wisconsin Seller's Permit.
- Required Mobile Vending Application Fee.
- Signed Indemnification Agreement
- Copy of Corporation or Partnership Information
- Fire Department Inspection

#### **Approvals**

Approved by the City Clerk on: \_\_\_\_\_

**CITY OF WISCONSIN RAPIDS  
HOLD HARMLESS AND INDEMNIFICATION AGREEMENT  
MOBILE VENDING**

\_\_\_\_\_ (legal business name) has requested permission to operate as a Mobile Vendor in the City of Wisconsin Rapids.

For consideration of such permission and permit, the undersigned, on behalf of said business, fully releases and discharges the City of Wisconsin Rapids, its officers, elected officials, agents and employees from any and all causes of actions, claims, and demands for injuries, including death, damages, or loss which may arise or which may allege to have arisen out of, or in the course of, his or her business or the granting of a permit for same.

The undersigned further agrees to indemnify and hold harmless and defend the City of Wisconsin Rapids, its officers, elected officials, agents, and employees from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in the course of, his or her business or the granting of a permit for same.

The undersigned certifies that he or she is a duly authorized agent of \_\_\_\_\_, and is duly empowered and authorized to execute this hold harmless and indemnification agreement on behalf of the above referenced business.

The undersigned agrees that as a condition of the City approving a mobile vending permit, it will abide by all rules, ordinances, and regulations regarding mobile vending,

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By: \_\_\_\_\_

Title: \_\_\_\_\_