



City of Kuna | 751 W 4th Street | PO Box 13 | Kuna, ID 83634
Phone (208) 922-5546 | www.KunaCity.ID.gov | CityClerk@KunaID.gov

Temporary Mobile Vendor Permit Application

Please Select a Duration for Your Permit:

30 Days - \$12.50 60 Days - \$18.00 90 Days - \$24.00 180 Days - \$29.00 360 Days - \$35.00

Application Date: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Business Email (if applicable): _____

Owner Name: _____

Owner Address: _____

Owner Phone Number: _____

Owner Email: _____

Vehicle License Plate Number (if applicable): _____

Description of Goods or Services Sold: _____

Applicant Signature

Date



Temporary Mobile Vendor Supplemental Documents

Required for All Temporary / Mobile Vendors:

- Prepared food** – If vending food and / or beverage, a Copy of an Idaho District Health Certification or Exemption is required.
- Attach **Proof of Fire Department Inspection** based on the Southwest Idaho Mobile Unit Requirements (for information, visit <https://www.kunafire.com/forms-and-information>)

OR

- Attach **Letter of Exemption** from a Southwest Idaho Fire Department / District

Kuna City Code 3-9-4 states, “Once a license is issued, the applicant has an affirmative duty to maintain all applicable licenses and certifications and to notify the city clerk in writing of any material change in the information provided by the applicant in the original application.

Required for Each Vending Location:

- Letter from Property Owner** – Required if setting up on private property
- Location setup diagram** – Vending units shall be parked in a legal manner and vending operations shall be conducted only in approved locations.

Kuna City Code 3-9-4 states, “The proposed time and length of operation and the location where the mobile vending unit will be operating with a map, a letter from the property owner should the vending location not be owned by the applicant, and a vehicle license plate number or other means of identification.”

Required for Tent and Temporary Structures:

Please note: If your temporary structure is a covered area or tent over 120 Square Feet, an inspection and permit from the Building Department is required. Please also note that if your unit is plugged in to electricity via extension cord, a permit and inspection from the Building Department may be required. If applicable, please call to schedule, (208) 922-5546.

- Electrical permit / inspection** with the City of Kuna Building Department

OR

- Electrical permit exemption** from the City of Kuna Building Department



Temporary Mobile Vendor Location List

Vending Location	Day(s) / Date(s) of Vending	Time of Vending	Letter from Property Owner	Location Set-up Diagram
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Kuna City Code 3-9-7 states, "Vendors shall be allowed to engage in their licenses business only between 8:00 AM and 3:00 AM. All mobile vending units must be removed from public property during non-vending hours."

----- **OFFICE USE ONLY** -----

<input type="checkbox"/> Copy of CDH certificate or exemption <input type="checkbox"/> Proof of Fire Department Inspection or exemption <input type="checkbox"/> Copy of Letter(s) from Property Owner <input type="checkbox"/> Copy of Location Set-up Diagram(s)	Building Department: _____ Fee Collected: \$ _____ Receipt #: _____ Date License Issued: ____ Staff Initials: _____ Start Date: _____ Expiration Date: _____
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