



CITY OF CONWAY, ARKANSAS

MOBILE FOOD VENDOR/TRUCK CHECKLIST

If you are looking to start a mobile food vendor/truck in the City of Conway, this checklist will assist you with that process. (Zoning Ordinance, Article 5, Sec. 518.1- A-W)

Checklist:

- ☐ Is the location where the mobile food vendor/truck will operate zoned to allow a mobile food vendor?
 - *For questions requiring zoning, contact the Planning Dept. 501.450.6105*
- ☐ Have you pulled a temporary permit for your mobile food vendor/truck?
 - If not, the application can be found online at www.conwayarkansas.gov/permits*
 - *Pickup from City Hall @ 1111 Main Street*
 - *For additional questions, contact Permits @ 501.450.6107*
- ☐ Do you have an A&P permit? This is required for all mobile food vendors/trucks.
 - *If not, the application can be found online at www.conwayarkansas.gov*
 - *For additional questions, please contact the City Clerk's Office @ 501-513-3501*
- ☐ Have you confirmed the below requirements with Conway Corporation?
 - *RPZ valve*
 - *Do I need a grease trap?*
 - *If not, contact Conway Corporation Water and Waste Service @ 501.548.3011*
- ☐ Do you have approval from the Faulkner County Health Department?
 - *Please contact the Faulkner County Health Department located at 811 Northcreek Drive @ 501.450.4941*
- ☐ Will you need a temporary power pole for electricity?
 - *If so, a master electrician will be required to pull an electric permit for services at City Hall with the Permits & Inspection Department.*
 - *Additional questions, contact Permits & Inspections @ 501-450-6107.*

REMINDERS:

- ☐ Mobile food vendor/truck must provide the city with written permission (lease) from the property owner allowing the operation of the mobile business for the duration of the time frame allowed by the permit. **(Article 5, Sec. 518.1E)**
- ☐ Mobile food vendor/truck must obtain written permission from the property owner(s) allowing the mobile vendor and their customers to access commercial restroom facilities. (Within 500ft) ***Portable toilets will not satisfy this requirement. (Article 5, Sec.518.1F)**
- ☐ Mobile food vendor/truck is not allowed to operate a drive through service.
- ☐ Sidewalks cannot be blocked at any time.
- ☐ All mobile vendors must have at least one garbage receptacle for customer use.
- ☐ Mobile Food vendor/truck or equipment cannot be greater than 180 square feet.
- ☐ A recreation vehicle is not allowed to be used for any commercial activity.
Including to serve as a mobile food vendor/truck.
**Recreational Vehicle is defined as: A vehicular type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. The term recreational vehicle includes, but is not limited to, travel trailers, pickup campers, camping trailers, motor coach homes, houseboats, converted trucks or buses and 5th wheels. (Zoning Code, Section 521.1-Definitions)*
- ☐ **Should the location of the Mobile food vendor/truck be relocated, a new mobile food vendor/permit is required with documentation.**

**For more information, please contact the
Permits & Inspections Department located in Conway City Hall
1111 Main Street, Conway, AR
permits@conwayarkansas.gov
501.450.6107**



Conway Fire Department Fire Marshal Division

1401 Caldwell St
Conway, AR 72034
501-450-6148



Mobile Food Vehicle Fire Inspection Checklist

This list is summarized from the 2021 Arkansas Fire Prevention Code. This form is not all inclusive, and is not intended to address all situations.

5lb ABC fire extinguisher with a certification tag from a licensed fire extinguisher company. Tagged within 12 months and mounted in a visible location.

For vehicles capable of frying food, a 1.5 gallon Class "K" fire extinguisher with a certification tag from a licensed fire extinguisher company. Tagged within 12 months and mounted in a visible location.

Appliances shall be secured in place and connected to fuel supply piping with an appliance connector.

The maximum aggregate capacity of LP-Gas containers shall not exceed 200 lbs

LP-Gas containers installed on the vehicle shall be securely mounted and restrained to prevent movement.

A listed LP-Gas alarm shall be installed within the vehicle in the vicinity of the LP-Gas components.

Vehicle shall be located 10 feet from structures and remain in a mobile state.

Extension cords shall be plugged directly into an approved receptacle, relocatable power tap or current tap and, except for approved multiplug extension cords, shall serve only one portable appliance.

Extension cords shall be maintained in good condition without splices, deterioration or damage.

Cooking equipment that produces grease-laden vapors shall be provided with a kitchen exhaust hood.

If the vehicle is equipped with a hood suppression system, the system is visibly clean, has been inspected and has a current semi-annual certification tag in place.

Beginning January 1, 2026 all mobile food preparation vehicles that are equipped with appliances that produce smoke or grease-laden vapors shall be required to have installed a type-1 commercial exhaust hood and an automatic fire extinguishing system.

Inspections will be made by appointment only.