

PUSHCART & ANIMAL-DRAWN FOOD VENDING PERMIT CHECKLIST

A mobile food pushcart food vendor has obtained a permit to serve or sell food on the public right-of-way from a mobile cart pushed by hand or bicycle but not motorized and shall be easily maneuverable by one person. An animal drawn food vendor has obtained a permit to sell food from a mobile cart drawn by a horse, donkey, or mule. Carts must be completely mobile and have no fixed location.

Check List

- ✓ **Occupational License & Mayoralty Permit.** To receive your Tax ID number and the Occupational License and Mayoralty Permit required for food vending, download and complete the [application form](#), which can be submitted via email to revenue.vendorpermits@nola.gov or submitted in-person or via mail to the Department of Revenue at City Hall, 1300 Perdido St., RM 1W15. These licenses must be renewed annually through the Department of Revenue.
- ✓ **Fire Department Application & Inspection.** The Fire Department requires an application and inspection related to food and fire safety. Review the [packet](#), complete the [application](#), and bring it to 317 Decatur St between 9:00 AM and 3:00 PM Monday-Friday. An inspection can usually be conducted at the same time. The annual application and inspection fee is \$50 (not included in City fees below). For questions, call Fire Prevention at (504) 658-4770.
- ✓ **State Health Permit.** To obtain a state health permit, submit the [Mobile Unit Plan Review Questionnaire](#) and a detailed, scale-drawn floor plan to Orleans Parish Sanitarian Gwen Shook at gwen.shook@la.gov. Applications will be reviewed within 10 days, and an inspection will be scheduled. Health permit fees are \$150 annually, which is not included in the City fees below. For questions, call (504) 568-7970.
- ✓ **Proof of Insurance.** Pushcart and animal-drawn vendors must have commercial general liability insurance coverage of at least \$50,000. The City of New Orleans should be named as an insured party, providing insurance coverage for any incident that may occur while vending on the public rights-of-ways. The City of New Orleans' official address is 1300 Perdido St., New Orleans, LA 70112. Insurance coverage must be valid at the time of application and held continuously throughout the year while vending.
- ✓ **Photo of Pushcart.** The photo should indicate the pushcart dimensions. Maximum allowable sizes are not to exceed 6 feet in length, 4 feet in width, and 5 feet in height. The bottom of the pushcart must be at least one foot from the ground.
- ✓ **City Fees.** Fees for new permits total \$455.25, including \$150 for occupational license, \$200.25 for mayoralty permit, \$50 application fee, \$50 sales tax deposit, and \$5 ID card. Renewal fees total \$405.25 and include the previous fees except for the \$50 application fee.
- ✓ **Sales Tax Requirements.** All businesses who sell food or other goods are required to register, obtain a license, and collect and remit taxes to the Bureau of Revenue - Sales Tax. These businesses will be mailed tax returns each month and will be required to remit the taxes to the Bureau of Revenue by the 20th of the month following the month of collection. [Learn more.](#)

Pushcart & Animal-Drawn Food Vending Permit Restrictions

RESTRICTIONS



Prohibited Locations. Not valid within the Central Business District or Vieux Carre. Not valid in any residential zoning district. Not valid within two blocks of any elementary or secondary school when school is in session. Not valid in a Clean Zone, an area established by an ordinance adopted by the City Council, which suspends certain permits and transactions in designated areas of public property and outside of buildings during specific dates and times, such as during large events.



Operational Restrictions. All sales must take place between 11:00 AM and 11:00 PM. Vendors may not operate within 20 feet of any intersection or in a manner that impedes vehicular or pedestrian traffic on streets or sidewalks. Advertising is limited to the name of the vendor, the type of food sold, and the cost. No horn, amplified sound, or other sound devices or music.

Questions?

If you have questions about this permit, reach out to the Bureau of Revenue at (504) 658-1666 or (504) 658-1648.

