



**Municipality of Anchorage, Clerk's Office  
Compliance Checklist  
Roving Vendor/Ice Cream Truck License Application**

**Type II – Roving Vendor/Ice Cream Truck License**

- Term: 1 Year – October 1<sup>st</sup> – September 30<sup>th</sup>
- Fee: \$150.00
  - License Information & Required Forms Available at [www.muni.org/clerklicensing](http://www.muni.org/clerklicensing)

It is unlawful for any person to engage in the business of a roving vendor unless that person has first obtained a license per Anchorage Municipal Code (AMC) 10.60 (Attached). The Municipal Clerk's Office encourages all applicants to read and keep a copy of AMC 10.60 for reference.

**For questions regarding the Municipal Roving Vendor/Ice Cream Truck Business License please contact the Municipal Clerk's Office, Business License Official Mandy Honest at 907-343-4316.**

Code Citation and Topic	Compliance Information	Complete?
<b><i>TO MUNICIPAL CLERK'S OFFICE - Roving Vendors must provide:</i></b>		
10.60.050A.4. State of Alaska Business License Required.	Atwood Building 550 W 7 <sup>th</sup> Ave., Ste. 1500 907-269-8160	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.60.050 Municipal Roving Vendor License Required.	Municipal Clerk's Office 632 W 6 <sup>th</sup> Ave., Ste. 250 907-343-4316	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.60.110 & 10.60.057A. Proof of General Liability Insurance & Proof of Vehicle Insurance.	<i>On the Certificate of Liability Insurance, the Municipality of Anchorage must be listed as the certificate holder.</i> Risk Management Tracy Mears 907-343-2520	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.60.057B. Proof of Vehicle Registration.		<input type="checkbox"/> Yes <input type="checkbox"/> No
10.60.057 & 10.10.020A.1.b. Proof of Health Permits <ul style="list-style-type: none"> <li>• <b>Contact DHHS to apply for health permit and inspection.</b></li> </ul>	<i>For unpackaged foods.</i> Department of Health & Human Services 825 L St., 3 <sup>rd</sup> Floor 907-343-4200	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.10.020A.1.c. Review & Certification by Anchorage Fire Department <ul style="list-style-type: none"> <li>• <b>Contact AFD to request inspection.</b></li> </ul>	<i>Reviews for compliance with municipal fire and other codes and regulations enforced by AFD which apply.</i> Anchorage Fire Department Deneen Nichols 907-267-4901	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b><i>Ice Cream Truck Vendors – Also must provide:</i></b>		
10.60.057D.1. Proof of markings on vehicle being in compliance with AMC 10.60.140A.1.c. and d.		<input type="checkbox"/> Yes <input type="checkbox"/> No
10.60.057D.2. Municipal Ice Cream Truck Inspection Checklist (Provided by Municipal Clerk)	<i>Each Vehicle used in the vending business must pass a safety inspection.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No



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10.60.057E. Criminal Justice Information Report	<i>Required for each person operating an ice cream truck or selling ice cream on a roving basis on behalf of the licensee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.60.140A. Safety Equipment & Markings		<input type="checkbox"/> Yes <input type="checkbox"/> No
10.60.140B. Safety Inspection Form ( <i>Provided by Municipal Clerk</i> ) completed by ASC technician, a copy of ASC technician's certification, and receipt of payment.	<i>Each ice cream truck to be used in the vending business shall be inspected by a certified Automotive Service Excellence (ASE) technician of the vendor's choice and at the vendor's expense.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.60.140D. Standard of Operation	<i>Shall &amp; Shall Nots of ice cream truck vendors.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>License Display &amp; Records Requirements:</b>		
10.60.080B. Maintain Records: <ul style="list-style-type: none"> <li>• Current State Business License</li> <li>• All govt. permits relating to service of food/beverages</li> <li>• Certificate of Insurance</li> <li>• All govt. permits relating to provision of transportation services offered by vendor</li> </ul>	<i>Must maintain documents at the vendor site or in the vehicle from which the business is conducted and display them upon request.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.60.080 Display applicable vendor license in a prominent location.	<i>Must be easily visible to the public.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Related Information Regarding Roving Vendors:</b>		
10.60.130 Operating in Parks <i>Park Operation Permit Required. (\$150.00 fee)</i>	Parks & Recreation 632 W 6 <sup>th</sup> Ave., Ste. 630 C.B. Stewart 907-343-4040	<input type="checkbox"/> Yes <input type="checkbox"/> No
Downtown Sidewalk Vendor Spots	Purchasing Department 632 W 6 <sup>th</sup> Ave., Ste. 520 907-343-4692	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Right of Way & EZ Park Information	Right-of-Way 4700 Elmore Rd. 907-343-8240 EZ Park 440 B St. 907-276-7275	<input type="checkbox"/> Yes <input type="checkbox"/> No

**For complaints or to report violations or unlicensed vendors please contact Municipal Code Enforcement at 907-343-4141.**