



Municipality of Anchorage, Clerk's Office

Compliance Checklist

Roving Vendor or Ice Cream Truck License Application

Roving Vendor or Ice Cream Truck License

- Term: 1 Year – October 1st – September 30th
- Fee: \$150.00

Park Endorsement

- Added to license for operation in permissible parks
- Fee: +\$150.00
 - License Information & Required Forms Available at 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. 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, at MuniLicenses@anchorageak.gov.

Code Citation and Topic	Compliance Information	Complete?
TO MUNICIPAL CLERK'S OFFICE - Roving Vendors must provide:		
10.60.050A.4. State of Alaska Business License Required.	Atwood Building 550 W 7 th Ave., Ste. 1500 907-269-8160	☐ Yes ☐ No
10.60.050 Municipal Roving Vendor License Required.	Municipal Clerk's Office 632 W 6 th Ave., Ste. 250 907-343-4316	☐ Yes ☐ 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 907-343-2520	☐ Yes ☐ No
10.60.057B. Proof of Vehicle Registration.		☐ Yes ☐ No
10.60.057 & 10.10.020A.1.b. Proof of Health Permits • Contact DHHS to apply for health permit and inspection.	<i>For unpackaged foods.</i> Department of Health & Human Services 825 L St., 3 rd Floor 907-343-4200	☐ Yes ☐ No
10.10.020A.1.c. Review & Certification by Anchorage Fire Department • Contact AFD to request inspection.	<i>Reviews for compliance with municipal fire and other codes and regulations enforced by AFD which apply.</i> Anchorage Fire Department 907-267-4901	☐ Yes ☐ No
Ice Cream Truck Vendors – Also must provide:		
10.60.057D.1. Proof of markings on vehicle being in compliance with AMC 10.60.140A.1.c. and d.		☐ Yes ☐ No



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

Code Citation and Topic	Compliance Information	Complete?
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>	☐ Yes ☐ No
10.60.057E. Criminal Justice Information Report	<i>Required for <u>each person</u> operating an ice cream truck or selling ice cream on a roving basis on behalf of the licensee.</i>	☐ Yes ☐ No
10.60.140A. Safety Equipment & Markings		☐ Yes ☐ No
10.60.140B. Safety Inspection Form (Provided by Municipal Clerk) 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>	☐ Yes ☐ No
10.60.140D. Standard of Operation	<i>Shall & Shall Nots of ice cream truck vendors.</i>	☐ Yes ☐ No
License Display & Records Requirements:		
10.60.080B. Maintain Records: • Current State Business License • All govt. permits relating to service of food/beverages • Certificate of Insurance • All govt. permits relating to provision of transportation services offered by vendor	<i>Must maintain documents at the vendor site or in the vehicle from which the business is conducted and display them upon request.</i>	☐ Yes ☐ No
10.60.080 Display applicable vendor license in a prominent location.	<i>Must be easily visible to the public.</i>	☐ Yes ☐ No
Related Information Regarding Roving Vendors:		
10.60.130 Operating in Parks <i>Park Endorsement or Single Use Permit Required. (\$150.00 fee)</i>	Parks & Recreation 632 W 6 th Ave., Ste. 630 907-343-4040 registration@anchorageak.gov	
Downtown Sidewalk Vendor Spots	Purchasing Department 632 W 6 th Ave., Ste. 520 907-343-4692	
Public Right of Way & EZ Park Information	Right-of-Way 4700 Elmore Rd. 907-343-8240 EZ Park 440 B St. 907-276-7275	

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