

Mobile Ice Cream Vending License Requirements

Two separate licenses are always required:

1. Mobile Unit License:
 - This license is for the mobile push cart, bicycle, or truck where products are sold.
 - Units without approved hand-washing facilities are limited to prepackaged food products only.
 - Home style freezers and dry ice may be used to keep products frozen during operation; however, mechanical freezers are recommended (i.e. generator).
 - Interior of unit must be made of easily cleanable surfaces and kept in a sanitary condition at all times.
 - Personal items are not allowed on the mobile unit.

2. Service Base License:
 - A service base license is ALWAYS required.
 - A service base license may be a warehouse or commercial space, shared space from a licensed restaurant or retail establishment, or shared space from a licensable community kitchen or other approved location.
 - If sharing space, the owner must agree to share equipment with mobile food operator.
 - A service base is an approved location used for overnight storage of food and for cleaning of the mobile unit.

A personal residence (garage or home) is NOT ALLOWED for overnight food storage.

- The mobile unit itself may be used for overnight food storage if it meets the following criteria:
 - All food is pre-packaged.
 - It is a fully enclosed truck that can be locked.
 - It has an outlet is located on the exterior of unit for overnight electrical power. Electrical cords may not be strung through windows or openings in the unit.
 - It is never used as a personal vehicle.

License Information:

- License applications and fee schedules: www.publichealthmdc.com/mobilefood
- After you have determined your service base location and have your mobile unit ready for inspection, you can apply for your licenses at the City Clerk's Office in the City-County Building, Rm. 103, located at 210 Martin Luther King Jr. Blvd, Madison, WI.
- Once you have applied for a license please contact the health department at 243-0330 to schedule a pre-inspection prior to opening.

Operating without a license or selling unapproved food will result in closure and/or fines.

Additional Licenses:

- Operators must contact the local municipality in which they plan to vend to determine if additional licenses or permits are required.
 - The City of Madison Zoning Department requires all street vendors to obtain a street vending permit. Contact Warren Hansen at (608) 261-9171.
 - The City of Madison Parks Department requires a park vending permit if vending in or adjacent to City of Madison Parks. Contact Parks at (608) 266-6033.