



Mobile Vending 2026 – Applicant Information Sheet

This is a guideline to support your application for a mobile vending licence to operate in the City of Spruce Grove for the 2026 operating season.

Choose desired type of mobile vending licence along with your operating duration from the charts below.



| <u>Type of Licence</u> | Private Property/Events | Open Space Permit | Roadway Permit | Do you want to be showcased on the Approved Mobile Vendor List? |
|-----------------------------|--|--|--|--|
| | Commercial private property only. Community or City Initiated Events | No fee permit required. Additional submissions required. | Fee applicable permit required. Additional submissions required. | Deadline to supply all documentation is April 30, 2026 to be listed on our website as an approved vendor in Spruce Grove for the 2026 season. |
| Check all that apply | | | | |

| <u>Length of Licence</u> | 1 month \$60 | 3 month \$100 | 6 month \$200 (Spruce Grove Only) | 6 month Intermunicipal \$300 (One Fee to operate in Spruce Grove and Stony Plain – apply with Stony Plain for a business licence and upload your Spruce Grove licence) |
|--------------------------|-----------------|------------------|---|--|
| Check only one | | | | |

Steps to operate as a mobile vendor in Spruce Grove:

1. Create a CityView portal account if one does not already exist, if you already have had a mobile vending business licence with us, please contact planningsupport@sprucegrove.org to let us know you would like to operate again for the season. <https://cityviewweb.sprucegrove.org/Portal>
2. Apply for a temporary mobile vending business licence.
3. Upload required documentation.
4. Application is reviewed by department staff.
5. Pay fees.
6. You will receive an email notification once licence and permits (if requested) are issued.

Processing Timelines

| | |
|------------------|-----------|
| Private Property | 3 -5 days |
| Open Space | 21 days |
| Roadway | 21 days |
| Intermunicipal | 21 days |

Join our Approved Mobile Vending List today!

SUBMISSIONS to CityView (required)

| Submissions | Private Property/Events | Open Space & Roadway Permits | Approved Mobile Vendor List (Apr 30/26 Deadline) | Intermunicipal |
|---|-------------------------|-------------------------------|--|------------------|
| Applicant Information Sheet | X | X | X | X |
| Terms and Conditions Sheet | X | X | X | X |
| Fire Inspection | | X | X | |
| Food Handling Certificate | | X | X | |
| Waste disposal, water and power source plan | | X | | |
| Mobile Unit Pictures | | X | X | |
| Liability Insurance | | X | X | |
| Criminal Record Check | | X (Open Space Permit Only) | | |
| Roadway Permit Fees/Length of Permit (choose one if applying for a Roadway permit) | | | | |
| Roadway Mobile Vending Permit | 1 week \$25 | 1 month \$50 | 4 month \$75 | 6 month \$100 |

Important to Remember

- All documentation must be dated and relevant to the current operating season
- **Fire Inspection**
Please provide all valid inspection reports of all fire safety systems (ie: fire extinguishers, fire suppression system, commercial kitchen exhaust system) to fireprevention@sprucegrove.org for review. Other fire inspections obtained outside of Spruce Grove or Stony Plain will be reviewed on a case by case basis through Spruce Grove Fire Services by sending it to fireprevention@sprucegrove.org. This **may** eliminate the need for a scheduled fire inspection before obtaining the required Spruce Grove Fire Services Permit to operate within the City of Spruce Grove. Pre-emptively, a comprehensive fire inspection can be scheduled by emailing sapsadmin@sprucegrove.org. **All Mobile Cooking Operations are subject to a fire inspection when on site.** Upon receiving the Spruce Grove Fire Services Permit, or receipt of a valid fire inspection report from Stony Plain Fire, you may proceed to upload them to your licence application.
- **Liability insurance**
 - City of Spruce Grove named as the Insured
 - \$2,000,000 liability minimum
- An **Open Space Permit** or **Roadway Mobile Vending Permit** are processed internally once all documents have been uploaded. Licence and permits issued at the same time.

MOBILE OPERATING NAME:

Join our Approved Mobile Vending List today!