



Community Development Department

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Mobile Food Unit Licensing Guide

MMC 17-2.3.220

This guide covers the permitting process for Mobile Food Units that are in addition to a Primary Use.

If you are interested in creating a Mobile Food Unit Pod or a Mobile Food Unit as a Primary Use, please contact the Community Development Department.

There are two main steps to permitting Accessory Mobile Food Units: **Land Use and Unit Approval**.

Step 1: Land Use Approval:

1. The first step is "Land Use Approval". The property must have legal approval to have mobile units on the property. Applicants must apply for an **Accessory Mobile Food Unit Land Use Approval**: [Other Type 1 Application \(Zoning Checklist\)](#).
 - a. Applicant will need to submit the property owner's signature with the application.
 - b. Applicant to pay fee, as noted in the Master Fee Schedule: [How much could it cost? | City of Molalla, OR](#).

Average Review Time: 4 weeks. Applicant is person applying for land use approval, must include property owners' signature on application.

Step 2: Mobile Food Unit Approval:

1. After the Land Use application is approved, the Mobile Food Unit operator needs to apply for a City of Molalla Business License at: [Business License Application \(City of Molalla\)](#).
 - a. Applicant must submit a **current** Clackamas County Mobile Food Unit License: <https://www.clackamas.us/publichealth/food-cart>.
 - b. Applicant must submit an approved **Molalla Fire District Inspection** of the MFU: [Contact – Molalla Fire District](#).
 - c. Applicant must submit an approved Land Use file number (see Step 1).
2. Once the Business License is ready to be approved, the City of Molalla will request payment, as noted in the Master Fee Schedule: [How much could it cost? | City of Molalla, OR](#).
3. Applicant has 60 days to pay fee, or Business License application will be denied.
4. Once the fee is paid, the City of Molalla will mail the Business License to the mailing address on file. Please allow 7-10 business days to receive via USPS. Once received, you can operate at the approved location.

Average Review Time: 2 weeks.

Please reach out to the Community Development Department at 503.759.0205 or communityplanner@cityofmolalla.com with any questions.