



NEW YORK CITY DEPARTMENT of HEALTH and MENTAL HYGIENE

MOBILE FOOD VENDOR PERMIT WAITING LIST INSTRUCTIONS

AVAILABLE POSITIONS:

On Thursday, June 21, 2007, the Department of Health and Mental Hygiene will establish eight (8) separate waiting lists for the opportunity to apply for a mobile food vendor unit permit (decal). There will be:

- 2,500** positions on the Full-term (two-year) Citywide Permit waiting list,
- 1,000** positions on the Temporary (seasonal) Citywide Permit waiting list,
- 100** positions on the waiting list for a permit to vend full-term only in the Bronx,
- 100** positions on the waiting list for a permit to vend full-term only in Queens
- 100** positions on the waiting list for a permit to vend full-term only in Staten Island,
- 100** positions on the waiting list for a full-term citywide permit for disabled U.S. veterans only,
- 100** positions on the waiting list for a full-term citywide permit for disabled persons (non-veterans) only, *and*
- 100** positions on the waiting list for a full-term citywide permit for non-disabled U.S. veterans only.

QUALIFICATION CRITERIA:

Only those persons who hold a valid mobile food vending license (ID badge) issued by the NYC Department of Health and Mental Hygiene **ON or BEFORE MONDAY, JUNE 11, 2007** (ten days before the lists are established) shall be eligible for inclusion on any such waiting list.

*Please note that it may take the Licensing Center up to two (2) weeks to process your application for a mobile food vending license. Therefore, **YOU SHOULD NOT SUBMIT YOUR APPLICATION FOR A NEW OR RENEWED MOBILE FOOD VENDING LICENSE CLOSE TO THE JUNE 11, 2007 DEADLINE DATE. IF YOU DO, THEN YOU MAY NOT RECEIVE YOUR LICENSE IN TIME OR BE CONSIDERED ELIGIBLE FOR ANY WAITING LIST.** All applicants must be 18 years of age or older. Employees of the Department of Health and Mental Hygiene or the Department of Consumer Affairs are not eligible.

EACH APPLICANT MAY SUBMIT ONLY ONE APPLICATION FORM.

If the Department receives more than one application form for a waiting list position from any person or entity, that person or entity will be disqualified and denied a position *on any list*.

EACH APPLICANT MUST SELECT AT LEAST ONE WAITING LIST.

Applications received by the Department where the person or entity does not indicate a waiting list selection will be voided and will not be considered for inclusion in this process.

You may request to be included on any or all of these waiting lists. However, *if you do not qualify under those definitions found in Section 17-306 of the NYC Administrative Code (see below), you will not be eligible to apply for one of the “disabled veterans”, “disabled persons”, or “non-disabled veterans” permits, even if you secure a waiting list position on any of these lists.*

Full-Term Citywide Disabled Veteran – an honorably discharged veteran who is certified by the United States Department of Veterans Affairs as having a service-related disability rated at 10% or more. This disability must be in existence at the time of this application and the application for a permit. *Verification and documentation supporting your claim will be requested upon notification that you are eligible to apply for a permit.*

Full-term Citywide Disabled Person (Non-Veteran) – you must have a physical or mental impairment substantially limiting one or more major life activities with a record of such impairment. Such “physical” impairment may include a physiological disorder or condition, or anatomical loss affecting one or more of the following bodily systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular, genitourinary, hemic and lymphatic; or skin and endocrine. Examples of such include, but are not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, muscular dystrophy, and multiple sclerosis. Such “mental” impairments mean any mental or physiological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. *Verification and documentation supporting your claim will be requested upon notification that you are eligible to apply for a permit.*

Full-Term Citywide Veteran (Non-Disabled) – an honorably discharged veteran of the United States Armed Forces. *Verification and documentation supporting your claim will be requested upon notification that you are eligible to apply for a permit.*

SELECTION PROCESS:

Placement on any list will be determined by a computer-generated randomization process of all properly completed applications received by the Department at the address listed on the application form with a postmark **NO LATER THAN MONDAY, JUNE 11, 2007.**

THERE WILL BE NO PREFERENCE OR PRIORITY GIVEN FOR ANYONE TO BE ENTERED ONTO EACH LIST. EVERY QUALIFIED APPLICANT WILL HAVE AN EQUAL CHANCE.

The order in which each waiting list application form is received by the Department **WILL NOT** determine if an application is assigned a waiting list position on any list for which the applicant is eligible. *Any applications remaining after the number of available positions for each list has been filled (see above) will NOT be assigned a waiting list number or be placed on a waiting list.*

THE DEPARTMENT WILL ESTABLISH THESE LISTS ON THURSDAY, JUNE 21, 2007.

The Department will notify you in writing if you are selected for any list and what your waiting list position is. **POSITIONS ON A WAITING LIST ARE NOT TRANSFERABLE.** When your position is reached, you will then be notified in writing and advised what steps to take to apply for your permit. Since the New York City Administrative Code prohibits the issuance of more than one mobile food vending permit on public space to any person (including individuals, corporations or LLC's), if you have a current public-space permit at the time your waiting list number is reached, you will not be allowed to apply for a second permit. You may, however, at that time “surrender” one permit for another if you feel the permit from the waiting list is of greater value to you.



If you need an application for a mobile food vending *license* (operator's ID badge), please call “311.” You may also pick up a license application Monday through Friday between 9:00 AM and 5:00 PM. at the:

**NYC Department of Consumer Affairs
Citywide Licensing Center
42 Broadway, Fifth Floor
New York, New York 10004**

If you have any questions after reading these instructions or the “Frequently Asked Questions” sheet, please call us at (212) 487-4104 or 4105.

The Department of Health and Mental Hygiene is not responsible for lost, late, misdirected, damaged, incomplete, illegible or postage-due mail. Entries become the property of the Department of Health and Mental Hygiene and will not be returned or acknowledged.