



Supervisory Licenses: What Mobile Food Vendors Need to Know

A new local law changes how mobile food vendors can get a year-round (full-term) mobile food vending (MFV) permit and increases the number of permits by 4,450 through 2032. Specifically, the new law:

- Creates a new type of MFV license called a supervisory license. A supervisory license allows vendors to apply for one permit. There are two types of supervisory licenses: a citywide license and a license for all New York City (NYC) boroughs except Manhattan (non-Manhattan).
- Requires the NYC Department of Health and Mental Hygiene (the Health Department) to offer the following number of applications each year through 2032:
 - 100 applications for citywide supervisory licenses
 - 300 applications for non-Manhattan supervisory licenses
 - 45 applications for citywide supervisory licenses for disabled people and U.S. veterans
- Requires a supervisory license-permitted unit to have a supervisory license holder working on-site whenever the unit is operating.

These changes do not apply to MFV units with a temporary (seasonal) permit, green cart permit or restricted area permit. A supervisory license is not required for these units.

If you currently have a citywide or borough-specific permit that was issued before July 1, 2022, your unit will not require a supervisory license holder until July 1, 2032. The Health Department will issue rules on this requirement at a later date.

If you were on a waiting list for a full-term, citywide or borough-specific permit, your name will be added to a supervisory license waiting list. These previous permit waiting lists are now closed.

What do I need to know about supervisory licenses?

A supervisory license can only be issued to an individual person. A vendor can apply for a full-term permit for the area indicated on their supervisory license. A vendor can apply any time after receiving their supervisory license (as long as the license is active). A supervisory license holder can vend on the same types of units as a mobile food vendor license holder.

- If you have a citywide supervisory license, you may work as the supervisory license holder on any supervisory license-permitted unit. If you have a non-Manhattan supervisory license, you may work as the supervisory license holder on any supervisory license-permitted unit outside of Manhattan.
- If your supervisory license expires, you will lose your supervisory license and right to a supervisory license permit. You may return to a mobile food vendor license at any point after.
- If you decline the supervisory license, you can keep your mobile food vendor license and work on any permitted MFV unit (including a supervisory license-permitted unit, if a supervisory license holder is present).

How can I get a supervisory license?

The number of supervisory licenses issued is limited by law. You must be on a waiting list and wait for your position number to be reached to get a supervisory license application. The Health Department is creating waiting lists for:

- A citywide supervisory license
- A supervisory license for use in all NYC boroughs except Manhattan (non-Manhattan)
- A citywide supervisory license for disabled people and U.S. veterans

The Health Department will open the citywide and non-Manhattan supervisory license waiting lists in Fall 2022 to:

- Vendors who were on a waiting list for a full-term, citywide or borough-specific permit
- Vendors who have continuously held a MFV license since March 1, 2017, or longer

The Health Department will send these vendors an application to choose one waiting list. Each vendor will have 30 days to choose a waiting list. Waiting lists will be ordered in accordance with the local law. Vendors who were both on a waiting list for a full-term permit and have continuously held a mobile food vendor license since March 1, 2017, or longer are given priority.

The waiting list for a citywide supervisory license for U.S. veterans and disabled people will open in 2023. Licensed vendors will be notified when the waiting list application period is open.

What happens when I get on a supervisory license waiting list?

Vendors will be notified by mail of their supervisory license waiting list position. To view your waiting list position number and the current position number reached for each waiting list, visit nyc.gov/health/mobilefood. When your position number is reached, the Health Department will mail you a supervisory license application. You will have 90 days to submit your application.

All supervisory license and permit information will be sent to the mailing address on record. You can update your mailing address by sending an email that includes your license or permit number to onlineappsdocs@dcwp.nyc.gov, or by making an appointment to visit the Citywide Licensing Center in Manhattan (42 Broadway, Fifth Floor) or Queens (90-27 Sutphin Blvd., Fourth Floor) by calling 212-436-0441.

You do not need to pay for the initial issuance of your supervisory license. Your new supervisory license will have the same expiration date as your current mobile food vendor license. Renewing your supervisory license for two years will cost \$438.

Once you receive your supervisory license, you will be mailed a permit application. There is no due date to submit your supervisory license permit application.

Each vendor can only get one permit. If you already have a permit and are changing to a supervisory license permit, you have 270 days after your supervisory license is issued or until your current permit expires, whichever is sooner, to turn in your current permit. This does not apply to restricted area permits.