

**REQUIREMENTS FOR A FIXED TEMPORARY FOOD LICENSE (FACILITIES OPERATING AT A FIXED LOCATION FOR A MAXIMUM OF 180 DAYS PER CALENDAR YEAR)**

1. Applicant must be on commercially zoned property and the applicant must obtain the property owner's permission in writing to submit with the online application.
2. The applicant must apply for a Fixed Temporary Food License through the City of Norman Business Portal.
3. The applicant must upload a Certificate of Insurance as proof that the applicant has general liability for the business.
4. The applicant must upload an Oklahoma sales tax permit number from the Oklahoma Tax Commission, this is REQUIRED.
5. The applicant must upload their Health Department License.
6. The applicant's business must not reduce off-street parking of the host business.
7. The applicant's business cannot extend onto the public right-of-way and cannot obstruct traffic or sight of traffic.
8. If a sign is to be used, the vendor must contact Code Enforcement to make sure the sign meets all Code requirements.

**COST**

1. One Day permit is \$20.00
2. Thirty (30) day permit is \$50.00.
3. One Hundred Eighty (180) day permit is \$250.00