



2026 Mobile Food Vendors Submittal Checklist

Effective Date: January 1, 2026

Project Name: _____

Project Address: _____

Date Submitted: _____

☐ Does this food truck intend to operate at multiple locations?

Planned locations: _____

☐ Does this food truck intend to attend special events?

Planned Events: _____

All plan submittals must include this completed checklist and be uploaded through our website, <https://www.summitfire.org/permits>, that uses Accessgov. Submittals shall comply with:

- 2024 International Fire Code
- Summit Fire & EMS (SFE) Life Safety Policy
- 2024 SFE Amendments
- All other applicable ICC and NFPA codes

Incomplete submittals will be marked as "Corrections Required" and must be resubmitted with applicable fees.

I. General Submittal Requirements

- ☐ Plans meet the minimum requirements of the 2024 International Fire Code.
- ☐ Electronic plans submitted in flattened, unsecured PDF format.
- ☐ Manufacturer's specification sheets (i.e., spec sheets or cut sheets) of each equipment in the food truck.
- ☐ A complete and descriptive Scope of Work letter is provided and includes:
 - Menu
 - Layout diagram of the food truck interior
 - Intended operating location(s), hours of operation, and contact information
 - Type(s) of energy used (e.g., generators, propane, etc.)

II. Fire Protection Equipment

- ☐ Fire extinguishers are mounted and easily accessible. All cooking vendors must have:
 - A 2A:10BC fire extinguisher
 - A Class K extinguisher if cooking produces grease-laden vapors
- ☐ Commercial kitchen hood systems shall be inspected and tagged by a qualified technician every six (6) months.

III. Operational Permits and Inspections

- ☐ Food vendors must complete an operational permit application and inspection with Summit Fire & EMS at least two weeks before any event.
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Applicant Acknowledgment: By signing below, I acknowledge that I have read and understood all permit submittal requirements outlined in this checklist. I certify that all submitted materials meet the specified codes and standards to the best of my knowledge.

Applicant Signature: _____

Printed Name: _____

Company: _____

Date: _____