



101 E. Kansas St., Liberty, MO, 64068 | P: 816.439.4417

## Mobile Food Unit Licensing Checklist Procedure

*“Mobile Food Unit”: a readily movable motorized-wheeled vehicle or a towed vehicle designed and equipped to prepare or serve and sell food. This does not include mobile vending carts.*

**Business Registration, including DBA registrations are completed with the State.** Contact your State Department for assistance. For Missouri businesses contact the Secretary of State at 573.751.4936.

**You must obtain a Missouri Retail Sales Tax License & a No Tax Due Statement indicating “Mobile Sales” or “Street Sales” for Liberty, MO.** Contact the Missouri Department of Revenue at 573.522.1265.

**You must obtain a Clay County Food Establishment Permit and Mobile Unit Permit Decal.** Contact Clay County Public Health Center Environmental Health Protection Division:

800 Haines Drive  
Liberty, MO 64068  
816.595.4350

**OR the applicable “County” Food Permit in which you are based.**

**Next, fill out application for:**

**The City of Liberty’s Mobile Food Unit License.** Once you have obtained all of the documentation above, complete the City of Liberty’s Mobile Food Unit License Application and provide the following documentation:

Valid copy of mobile food vehicle Permit (from County Health Dept.)

Missouri Retail Sales Tax License and No Tax Due Statement

Certificate of insurance of effective policies of automobile, property damage insurance and general liability in the amount of \$1million.

Copy of valid driver’s license for all drivers of mobile food vehicle.

Photo of Mobile Food Unit

### Liberty Based Businesses

All the documentation required is the same with the two additional items below.

**New Business Approval Guide**  
 **Clay County Business Personal Property Registration form**

When a business is local you must contact the Clay County Assessor at 816.407.3460 to register the business with the county.

### Payment

**Initial license fee is \$50.00.** Checks should be made payable to City of Liberty if not paying via portal.

*Paper applications must be dated and signed by owner, officer or an authorized agent. Include your title in relation to the business.*