

FOOD POP-UP VENDOR PERMIT CHECKLIST

A food pop-up vendor, or vendor, is a business that enters into an agreement with a food pop-up host (a restaurant, brewery, distillery, winery, or bar) to use the host's kitchen and facilities to prepare and sell its menu, often on a recurring schedule. This checklist is for pop-up vendors. Food pop-up vendors apply for a permit to the Bureau of Revenue. There is a separate checklist for food pop-up hosts, who apply to the Department of Safety and Permits via the One Stop App.

Check List

- ✓ **Occupational License and Mayoralty Permit.** To receive your Tax ID number and the Occupational License and Mayoralty Permit required for food vending, download and complete the [application form](#), which can be submitted via email to revenue.vendorpermits@nola.gov or submitted in-person or via mail to the Department of Revenue at City Hall, 1300 Perdido St., RM 1W15. These licenses must be renewed annually through the Department of Revenue.
- ✓ **Shared Kitchen Agreement.** Both Hosts and Vendors must sign and submit a [shared kitchen agreement](#). The vendor shall submit the completed agreement prior to operation at a permitted host facility.
- ✓ **Copy of Food Pop-Up Host's Permit.** Submit a permit for the host where the food vendor will pop-up.
- ✓ **City Fees.** Permit fees for food pop-up vendors are \$150 annually and a \$50 application fee. Occupational license fees and other fees may apply.
- ✓ **Sales Tax Requirements.** All businesses that sell food or other goods are required to register, obtain a license, and collect and remit taxes to the Bureau of Revenue - Sales Tax. These businesses will be mailed tax returns each month and will be required to remit the taxes to the Bureau of Revenue by the 20th of the month following the month of collection. [Learn more.](#)

Food Pop-Up Vendor Restrictions

RESTRICTIONS



Prohibited Locations. Not valid during Mardi Gras Season in the locations governed by sections 34-34 et. seq. Not valid during the Annual Jazz and Heritage Festival Season within the area bounded by Florida Avenue on the north, North Broad Avenue on the east, Esplanade Avenue on the south, and Bayou St. John on the west. Not valid in a Clean Zone, an area established by an ordinance adopted by the City Council, which suspends certain permits and transactions in designated areas of public property and outside of buildings during specific dates and times, such as during large events. Food pop-up vendors are not permitted to operate in the public right-of-way, unless the vendor has a separate permission to operate in the right-of-way.



Operational Restrictions. The sale of alcoholic beverages by the food pop-up vendor is prohibited. A food pop-up host may sell alcoholic beverages during the food pop-up if the host has the proper alcoholic beverage licenses.

Questions?

Food pop-up vendors who have questions about this permit may reach out to the Bureau of Revenue at (504) 658-1630 or email revenue.vendorpermits@nola.gov.

