

# FOOD POP-UP HOST PERMIT CHECKLIST

A food pop-up host, or host, is a restaurant, brewery, distillery, winery, or bar that has entered into an agreement with a food pop-up vendor, or vendor, 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 hosts. Food pop-up hosts apply for a permit to the Department of Safety and Permits via the One Stop App. There is a separate checklist for food pop-up vendors, who apply to the Bureau of Revenue.

## Check List

- ✓ **Food Pop-Up Host Application.** Complete the application online on the [One Stop App](#).
- ✓ **Current Occupational License.** Provide a copy of your current occupational license for this business. If you do not have an occupational license, apply for one via the One Stop App: <https://onestopapp.nola.gov/>.
- ✓ **Shared Kitchen Agreement.** Both Hosts and Vendors must sign and submit a [shared kitchen agreement](#). If the host does not have any vendors at the time of application, this agreement is not required. However, the host shall submit the completed agreement prior to the operation of any vendor.
- ✓ **Sales Tax Clearance Certificate.** Complete a [Sales Tax Clearance Certificate](#) and get the required signature in person on the first floor of City at Hall at 1300 Perdido St., Rm 1W15 or contact the Bureau of Revenue at [revenue@nola.gov](mailto:revenue@nola.gov).
- ✓ **Sketch Site or Floor Plan.** Provide a sketch site plan and/or floor plan that shows where the vendors will operate within the pop-up host location.
- ✓ **State Health Permit.** Host businesses must be current on health inspections from the Louisiana Department of Health. Contact Orleans Parish Sanitarian Gwen Shook at [gwen.shook@la.gov](mailto:gwen.shook@la.gov) or (504) 568-7970. Certain fees may apply.
- ✓ **City Fees.** Permit fees for food pop-up hosts are \$500 annually and a \$50 application fee. 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 Host 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. The host shall not permit any vendors 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 hosts who have questions about this permit may reach out to the the One Stop at (504) 658-7100 or email [businesslicenseinfo@nola.gov](mailto:businesslicenseinfo@nola.gov).



**City of New Orleans**  
Mayor LaToya Cantrell