



Vending Cart – Business Application Information

If you are applying for a vending cart, please note the following:

Regardless of which type of vending cart business you plan to start you need to know the following information:

- ☐ Business registration application with the City Administration Office at City Hall, 3rd floor (\$150 fee). Phone: (541) 492-6866.
- ☐ Contact Douglas County Environmental Health at (541) 440-3574 for food handler's and temporary restaurant application information. Office is located at Douglas County Justice Building, Room 103. Call their office regarding current fees. Food handler classes are available online at this link: <http://www.orfoodhandlers.com>.
- ☐ If changes with business information or location occur, contact City Administration (541) 492-6866.
- ☐ Food Vendors (push carts, food trucks, tent/canopy booth) operating within the city limits of Roseburg are required to have an [annual Food Vendor inspection and permit. Application](#) can be made by contacting the Roseburg Fire Department at (541) 492-6770

Additional Information:

1. If you plan to have a vending cart in a parking lot of a business, you also need:

- ☐ Permission from business owners to use their parking lot.
- ☐ Review [RMC 12.08.040\(M\)](#) for specific requirements.

2. If you plan to have a vending cart in a park you also need:

- ☐ Concessionaires permit from the City Parks Division on 1st floor at City Hall. Fees are involved for daily self-contained vending or slightly increased fee if utilities are needed. Phone: (541) 492-6730. *This review process may take 1-3 days.*

3. If you plan to have a mobile vending cart such as an ice cream truck or mobile vending bicycle you need to know:

- ☐ You may not use parking spaces on public property.

4. If you plan to participate in local events:

- ☐ Contact the Event Chair or Organization Leader for the event you want to participate in for approval, rules, fees, etc.

For further questions, please contact City Administration at (541) 492-6866 or email info@roseburgor.gov. Thank you.

*****Fees cited are for the current year and are subject to change each July.***

Local Events

(This is only a sampling of local events, not a full list. Please review websites listed below for updates and events not included on this list)

- Douglas County Fairgrounds Events (Christmas Fair, Businesswomen's Fair, Spring Fair, Douglas County Fair, Sportsman's Show, Home Show, etc.), 541-957-7010 Fairgrounds Office <https://www.douglasfairgrounds.com/>
- Graffiti Days (July), 541-430-4009 <https://www.graffitiweekend.com/>
- Movies in the Park, 541-492-6730 City of Roseburg Parks & Recreation Office
- Music on the Half Shell Summer Concert Series, 541-677-1708 <https://www.halfshell.org/>
- Neewollah Parade (October), 541-492-6866
- Softball Season at Sunshine Park Softball fields, 541-492-6730 City of Roseburg Parks and Recreation Office. The City issues a Request for Proposals/Bids for the concessionaire at the fields. Check the website consistently for bidding updates and opportunities.
- Umpqua Valley Arts Festival, 541-672-2532 Umpqua Valley Arts Association <https://uvarts.com/summer-arts-festival/>
- Umpqua Valley Farmers Market on Saturdays, contact 541-236-2402 or their website at <https://www.uvfarmersmarket.com/>
- Umpqua Valley Wine Festival, Umpqua Valley Winegrowers Association <https://www.umpquavalleywineries.org/>
- Veterans Day Parade, 541-440-4219 Douglas County Veteran Services <https://www.douglascountyor.gov/507/Veterans-Day-Parade-Committee>

Check the following websites for local event information and updates:

- www.cityofroseburg.org City of Roseburg
- www.experiencerooseburg.com Experience Roseburg
- www.roseburgchamber.com Roseburg Area Chamber of Commerce

Environmental Health Program is located in the Douglas County Planning Office. Parking is behind the Courthouse and the office address is:

Room 106 Justice Building
1036 SE Douglas Avenue
Roseburg, OR 97470

Message Phone:
(541) 440-3574

Fax:
(541) 957-2097

Public Hours are:

Monday - Friday

8 a.m. – 12 p.m. and 1 p.m. -5 p.m.

Closed 12 p.m. - 1 p.m.

Please Note: You may stop by during business hours and an Environmental Health Specialist will be able to speak with you. You may also call and make an appointment by leaving a message on the above phone number, or if you know who you wish to speak with, you may contact them directly at a number listed below.

Angela Scott, REHS 541-440-3569

Phil Kailiuli 541-957-4895

FOOD HANDLER CLASSES

Food Handler Training Classes are offered on the 1st Friday of each month in room 103 of the Justice Building at 10:00 a.m. No need to pre-register, just show up.

You may also log on to www.orfoodhandlers.com to take the course on-line.