

ALBANY COUNTY DEPARTMENT OF HEALTH -
DIVISION OF ENVIRONMENTAL HEALTH SERVICES

MOBILE VENDOR / PUSH CART INSTRUCTIONS

To apply for a permit to operate a mobile vendor, please arrange for an inspection of your food service vehicle/pushcart at Albany County Department of Health by phoning (518) 447-4625 after March 1st.

Our inspection cannot be performed unless your vehicle/pushcart is in operational condition.

All inspections will be performed at the Albany County Department of Health Parking Lot, South Ferry and Green Streets, Albany:

Inspections are available on the following days by appointment only.

Monday & Wednesday: Morning 10am-11:30am / Afternoon 1pm-3:30pm

Tuesday: Mornings only 10am-11:30am

MOBILE VENDOR REQUIREMENTS ON DATE OF INSPECTION

1. Completed Mobile Vendor Application.
2. Commissary Letter(s) detailing where your food will be from, where you are cleaning utensils, preparing ingredients and disposing of waste water.
3. Menu of all items being served.
4. Fee Due: \$290.00 (additional \$ 25.00 if frozen dessert permit is required) Cash or Check only.
5. **You must provide a CERTIFICATE for proof of employee insurance:**
Workers' Compensation & Disability Benefit Insurance

-or-

NYS Worker's Compensation Board form **CE-200: Certificate of Attestation of Exemption.**

(See Worker's Compensation Board Insurance Requirements document for detailed instructions)

NO PERMIT WILL BE ISSUED WITHOUT THE REQUIRED CERTIFICATE(S) OF INSURANCE

**If you have any questions or need additional information you may contact us at:
DIVISION OF ENVIRONMENTAL HEALTH SERVICES
PHONE: (518) 447-4620 FAX: (518) 447-4698**