

HOW TO APPLY FOR A PERMIT FOR MOBILE FOOD VENDORS AT ADOT REST AREAS

In response to FHWA 05-20: “Notice to Allow States to Permit the use of Food Trucks in Rest Areas to Serve Commercial Truck Drivers”;

- A. Any Mobile Food Vendor (food truck operator) can apply for a permit to utilize an ADOT Rest Area to provide take-away food services to the traveling public.
- B. A permit application for Mobile Food Vendors at ADOT Rest Areas can be accessed by visiting <https://azdot.gov/business/permits/encroachment-permits>
- C. Proof of Insurance is required to be submitted with your application. The following insurance documents are required:

Certificate of Insurance for General Liability, Auto Liability, and proof of Workers Compensation Coverage in the amounts listed below in the chart. If you are a sole proprietor, please see the <https://azdot.gov/business/permits/encroachment-permits> for the Sole Proprietor Waiver and have each person that will be working with you fill out and sign the form.

In addition to the Certificate of Insurance showing your coverage, we also require separate letter endorsements for:

- 1) Waiver of Subrogation on the General, Auto and Workers Compensation coverage
- 2) An endorsement naming ADOT as an Additional Insured is required on the General Liability and Auto Liability.
- 3) An endorsement for Primary Non-Contributory is also required for the General Liability.

If you provide this information to your insurance provider they will understand what we need to issue the permit.

For Additional Insured Name and Address, please enter:

State of Arizona Department of Transportation 1324 N 22nd Avenue, MD128A, Phoenix AZ 85009

Commercial General Liability	Commercial Auto Liability	Work Comp/Employers' Liability
\$1,000,000 Occurrence	\$1,000,000 Combined Single Limit	\$1,000,000 Each Accident
\$2,000,000 Annual Aggregate		\$1,000,000 Each Disease-Employee
		\$1,000,000 Each Disease-Policy Limit
Required Endorsements	Required Endorsements	Required Endorsement
Additional Insured	Additional Insured	Waiver of Subrogation
Waiver of Subrogation	Waiver of Subrogation	
Primary & Non-contributory		

- D. We have provided an electronic application to expedite this permit process. Please visit Mobile Food Vendor at Rest Areas at the bottom of our Encroachment Permit website at <https://azdot.gov/business/permits/encroachment-permits> or click here for the Mobile Food Vendor at Rest Areas Application.
- E. Statewide Permits Services will review your documents and will issue your permit.
- F. Once you have your permit in hand, you must contact Bobby Wheeler at 602-291-0435 or rwheeler@azdot.gov to reserve your spot at the Rest Area you desire.
- G. We ask that you contact Bobby at least 24 hours prior to the date you would like to occupy the Rest Area. Currently, three food trucks will be authorized per Rest Area at a time due to spacing at the Rest Areas.
- H. You may reserve a spot at a Rest Area for one day or more. We ask that if make a reservation and cannot or do not intend to be at the Rest Area, that you contact Bobby to cancel your reservation so it can be made available to another Vendor.
- I. If there is a high demand for a specific Rest Area, we will limit the duration allowed for your reservation to seven days and rotate requests for the Rest Area as requested.
- J. If you have any questions regarding this process you may contact Jennifer Cannon at StatewidePermits@azdot.gov or 602-712-4142.