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City of Conway
1201 Oak Street
Conway, Arkansas 72032
501-450-6100
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Operating as a Mobile Food Vendor in Conway

As with restaurants, an A & P Permit is required by the City for Mobile Vendors who sell prepared foods; the A & P Tax (AKA Hamburger Tax) levies an additional (two) 2% "City Tax" on the sale of prepared foods.

TO OBTAIN A PERMIT

1. **A & P Permit Application:** Submit completed [A&P Permit Application](#) to the City Clerk's office via hand delivery, mail, fax, or email to cityclerk@cityofconway.org.
2. **A & P Permit Fee:** No charge.
3. **Renewal:** The permit is not renewable; the A & P Permit shall expire at the time of cessation of the business of the taxpayer at the location designated on the permit; if you move your business to a new address, you must apply for a new A & P Permit number. A separate A & P Permit must be obtained for each location.
4. **Temporary Commercial Building Permit:** Mobile Vendors must obtain a [Temporary Commercial Building Permit](#); this permit is issued by the City Permit & Inspections Dept. at 501-450-6107. The cost is \$250.00 annually and also expires at the time of cessation of the business of the taxpayer at the location designated on the permit.
5. **Regulations:** For a complete list of regulations see Ordinance No. [O-11-99](#); this ordinance will not apply to mobile vendors who operate 14 days or less per year, in a single location, and will list the Zoning Districts you may operate in.

OTHER INFORMATION

- No business license required; letter of verification is available upon request by calling 501-450-6100, or email cityclerk@cityofconway.org.
- Permission from property owner must be obtained prior to setup.
- Total sales tax to be collected on prepared foods is 10.75%.
- Contact the Arkansas Sales & Use Tax Dept. at 501-682-7104 to obtain a Sale & Use tax number.
- Contact the Faulkner County Health Dept. at 501-450-4941 to obtain State requirements.
- Contact the Planning Dept. at 501-450-6105 to obtain a [Zoning District Map](#) of zones listed in Ordinance No. O-11-99.
- Vending in a Public Park: Ordinance No. [O-12-62](#) Section 1C - states: "***It is prohibited to offer for sale any food, drink, merchandise, or service without Parks Director approval.***"
- To inquire about being a Mobile Food Vendor in the Toad Suck Daze Festival, please contact the Conway Chamber of Commerce at 501-327-7788; this festival is not organized by the City of Conway.

MOBILE FOOD VENDOR ORDINANCE

Ordinance No. [O-11-99](#): Established standards for the regulation of mobile vendors and include regulations in the Conway Zoning Ordinance.

A & P PREPARED FOOD TAX (AKA HAMBURGER TAX)

Ordinance No. [O-05-142](#): Pursuant to Act 185 of 1965, and as subsequently amended, the City of Conway has adopted ordinances levying taxes upon the gross receipts from the renting, leasing, or otherwise furnishing of hotel, motel, or short term rental accommodations for sleeping, meeting, or party room for profit in the City **and upon the gross receipts of restaurant, cafes, cafeterias, delicatessens, drive-in restaurants and similar businesses** as defined by the levying ordinance from the sale of prepared food for consumption on and off the premises of such establishment in the City of providing for other matters;

And the City desires to establish procedures for the collection and enforcement of said taxes that have been levied and administered by the City with the adoption of Ordinance No. [O-00-01](#), Ordinance No. [O-05-97](#), Ordinance No. [O-05-98](#), and Ordinance No. [O-05-131](#) pursuant to Act 185 of 1965, and as subsequently amended.