

January 15, 2026

Dear Mobile Food Vendor,

The March, 2026 time frame to renew your Mobile Food Vending Licenses and to obtain all necessary inspections is quickly approaching. The City of Columbus will hold the annual bundled inspections (Licensing, Health and Fire) for your convenience starting on March 16th, 2026 and ending on April 16th, 2026 (no inspections on Fridays). Inspection times will **be by appointment only** and will only be scheduled once you have completed the first step of the two-step process:

**Step One:**

Starting February 02, 2026, you may begin the approval process for your Mobile Food Vending License. Now is the time to obtain all your necessary documents to support your application, including starting your background check process. The application may be submitted in person at the License Office, 4252 Groves Road.

The 2026 Mobile Food Vending application can be found on our website at:

<https://www.columbus.gov/Business-Development/Business-Licenses-Resources>.

You may obtain your fingerprint background check at the License Section's Groves Road office (preferred option), or you may obtain your fingerprint background check at the WebCheck location of your choosing. You must have the WebCheck outlet of your choice use the reason code: "Other-required for city license" and submit your fingerprints with instructions to MAIL the results to: BZS, License Section, 4252 Groves Road, Columbus, Ohio 43232. Not following these instructions will result in a delay in our office receiving your background results, thus postponing your licensing process.

**\*\*BACKGROUND RESULTS WILL NOT BE ACCEPTED IN ANY OTHER MANNER.**

**\*\*Please remember it can take up to 45 days to receive results from the Bureau of Criminal Investigation (BCI) once they receive your prints, so please plan accordingly. You will not be approved for Step Two without this office receiving the results. The fastest return on your background results occur if you perform your background check at the License Section. Once your documents have been reviewed and approved by Licensing Staff, you will be instructed to pay your licensing fees.**



**Main Offices:** 111 North Front Street | Columbus, Ohio 43215 | **P:** (614) 645-7433 | **F:** (614) 645-0082 | [columbus.gov/bzs](http://columbus.gov/bzs)  
**Licensing Weights & Measures Offices:** 4252 Groves Road | Columbus, Ohio 43232 | **P:** (614) 645-8366 | **F:** (614) 645-8912

**Building Plans Review** (614) 645-7562  
**Code Enforcement** (614) 645-2202  
**Customer Service Center** (614) 645-6090  
**Director's Office** (614) 645-7776

**Engineering Plans Review** (614) 645-0032  
**License Section** (614) 645-8366  
**Research/Records Center** (614) 645-6082

**Weights and Measures Section** (614) 645-7379  
**Zoning Clearance** (614) 645-8637  
**Zoning Confirmation Letters** (614) 645-8637  
**Zoning Public Hearings** (614) 645-4522

Fees for 2026, per Columbus City Code, have not changed:

License Fee \$180.00

Public Right of Way Permit \$250.00

Background Check \$32.00

Application Fee \$20.00

Once fees are paid and we have received your background results, you will be given an appointment for your License Section, Health, and Fire inspections (all conducted at the same time). Inspections will be held at 4252 Groves Road during that 30-minute assigned block. If you have more than one unit to be inspected, it would be helpful if you could submit all paperwork at the same time and we can schedule them together. Vendors showing up outside of their scheduled appointment time may be rescheduled, so please be prompt.

#### **Step Two:**

On the date and time of your scheduled inspection, please pull your unit in on the east side of 4252 Groves Road and into the cue for the inspection shelter. If you are too early, you maybe asked to wait off to the side while appointments ahead of you are completed. Please try to keep within the 30-minute time block for which you are scheduled and be prepared, that will insure your inspection occurs in a fast, efficient manner. No one will be inspected at a time that was not assigned to them. If successful, you will leave with all necessary paperwork showing you have passed all 3 inspections and you will be given your license, certificates and stickers. (Note: Columbus Public Health may not have an inspector at all inspections, depending on staffing).

**\*If your Propane Pressure Test\Leak Check Form is over 12 months old, you must have new test and form completed.**

Now is a good time to schedule those as early as possible due to demand. A new Propane Pressure Test\Leak Check Form is required and available on our website listed below, under the Mobile Food Vending (MFV) tab.

<https://www.columbus.gov/Business-Development/Business-Licenses-Resources>

You can find a list of licensed plumbers at:

<https://portal.columbus.gov/Permits/Default.aspx>.

Look under "Contractor Search- License Type- Plumbing Cont" and hit "Search". Please contact them ahead of time to make sure they can perform the necessary test. You may also use a propane specialist.

**\*\*If you reside in the City of Columbus and if your mobile unit has never been licensed by Columbus Public Health before, you MUST contact the Environmental Health Office at 614-645-7005 prior to your scheduled inspection. Columbus Public Health must receive your health inspection payment prior to your inspection.**

**\*\*\*If you are obtaining your Columbus Health inspection at Step Two, you must bring a generator with you to demonstrate you have hot water, proper cooler temperatures, etc.**

It is important to follow these directions and the License Section, Division of Fire and City of Columbus Department of Health appreciate your cooperation in this process. Failure to complete Step One prior to Step Two will result in your being turned away for inspection, your licenses and certificates may be considered "EXPIRED" and you will not be allowed to conduct business until you can be rescheduled and fully re-licensed, opening yourself up to citation.

We look forward to seeing you in February for the completion of Step One and again, starting March 16th for the completion of your inspections. For more information, contact the following individual divisions:

Licensing: 614-645-8366 or [MFV@columbus.gov](mailto:MFV@columbus.gov)

Fire: 614-645-7641 ext. 7641 or [CFDMFVinfo@columbus.gov](mailto:CFDMFVinfo@columbus.gov)

Health: 614-645-7005 or [Environmentalhealth@columbus.gov](mailto:Environmentalhealth@columbus.gov)

Respectfully,



Benjamin Lee, Administrative Coordinator License Section



Assistant Chief David R. Baugh, Division of Fire



Luke K. Jacobs, MPH, REHS, Public Health Administrator, Division of Environmental Health, Columbus Public Health