



1333 NW Eastman Parkway, Gresham, Oregon 97030-3813  
Phone 503-618-2355 • Fax 503-666-8330  
GreshamOregon.gov/fire  
GFES@GreshamOregon.gov

## Food Cart Fire Permit Application

### Check list

- Meet with the Planner on Duty
- Apply for a City of Gresham Business License
- Apply for a Multnomah County Health inspection
- Apply for a permit with the Fire Department
  - Include planning packet, site plan, hood suppression information and fee

### Complete all information fields

Applicant Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

What date and time will you be ready for an inspection: \_\_\_\_\_

*By signing this form applicant agrees to meet all of the requirements of the applicable Oregon Fire Code, City Code and Gresham Fire & Emergency Services Food Cart Permit Guidelines for the duration of business operation.*

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Food Cart Planning Guide Received \_\_\_\_\_ (initialed by applicant)

\*\*\*\*\*For City Use Only\*\*\*\*\*

Fee Paid: \_\_\_\_\_ Form of Payment:  Online  Check

Received by: \_\_\_\_\_

Permit Status:

Reviewed & Awaiting Revisions

Reviewed & Awaiting Inspection

Approved

## Credit Card Payment Instructions

Type [GreshamOregon.gov/Services/Pay-Your-Bill-Online](http://GreshamOregon.gov/Services/Pay-Your-Bill-Online) in your web browser.

Go to the Misc. Charges tab and click the Pay Now button.

<b>Utility Bills</b>	<b>Business and Rental Licenses</b>	<b>Misc. Charges</b>	<b>Permit Fees</b>	<b>Sponsorships and Donations</b>
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**Pay now** >

- For miscellaneous fees and services such as code violations, fire inspections, and rental housing violations.
- Pay by phone at 1-844-813-4738; an additional fee will apply for phone transactions.

Click Miscellaneous.

**Miscellaneous** >

In the dropdown menu, choose Fire Department Fee.

Enter an invoice number or description of payment, such as Public Records Request.

Enter your organization or your name in the Customer or Account Number and Name on Invoice boxes.

Fill in the payment amount.

Enter your phone number and email address.

### Miscellaneous

For miscellaneous fees and services such as code violations, fire inspections and rental housing violations.  
[Click for more information.](#)

For electronic payments using ACH or EFT (Automated Clearing House/Electronic Funds Transfer) from your checking or savings a transaction fee of \$1.95 is charged; no limit on payment amount. For payment with a credit or debit card there is a per transaction fee of 2.5% with a \$2.95 minimum fee.

<b>Miscellaneous *</b> <input type="text" value="Fire Department Fee"/>	<b>Customer or Account Number</b> <input type="text" value="Your Organization or Name"/>
<b>Invoice or Bill Number *</b> <input type="text" value="Food Cart Name"/>	<b>Name on Invoice *</b> <input type="text" value="Your Name"/>
<b>Amount *</b> <input type="text" value=""/> <b>Troutdale No Fee</b>	<b>Phone Number *</b> <input type="text" value="000-000-0000"/>
<b>Email Address *</b> <input type="text" value="your.email@youreemail.com"/>	

**Confirm Your Information** >

Click Confirm Your Information - Add Selected Invoices – Proceed to Payment.

Choose your payment method and click Continue to Payment Information.

Enter your payment information and click Continue to Review Payment.

Click Process Payment when you are ready to make the payment.