

State of Rhode Island Mobile Food Establishment (MFE) Checklist

Business Operation Licensing

- If your business is a CORPORATION, PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, NON-PROFIT CORPORATION or LIABILITY COMPANY, register with the Secretary of State's office (<http://sos.ri.gov/divisions/business-portal/business-basics>)
- If your business is a SOLE PROPRIETORSHIP or GENERAL PARTNERSHIP, file a Trade Name Certificate for your DBA (Doing Business As) with the municipality you're operating in

Required Documents for State Registration

- Mobile Food Establishment Fire Inspection Certificate (Make appointments seven (7) business days in advance via phone at 401-889-5555)
 - **NOTE: Only required if the MFE is equipped with:**
 - **Gasoline, diesel or electric generator**
 - **Propane or compressed natural gas**
 - **Commercial cooking equipment**
 - **Fire suppression system**
- Mobile Food Service License from Department of Health (For information, call 401-222-2749)
 - **NOTE: Out-of-State MFEs are required to obtain a license from the Rhode Island Department of Health, even if in possession of a similar license from its home state**
- Valid Motor Vehicle Registration (If applicable)
- Valid Watercraft Registration (If applicable)
- Valid Motor Vehicle Insurance (If applicable)
- Valid Watercraft Insurance (If applicable)
- State of Rhode Island Retail Sales Permit (For information, call 401-574-8829)

Municipality Registration

- Review city/town ordinances pertaining to mobile food business (<https://www.courts.ri.gov/Courts/SupremeCourt/StateLawLibrary/Pages/CityAndTownOrdinances.aspx>)
- Contact municipality regarding obtaining permits for operation

State Statutes and Regulations

Read up on the Rhode Island Statute regarding Mobile Food Establishments: <http://bit.ly/RIMFEAct>

Read up on the State Regulations regarding Mobile Food Establishments: <http://bit.ly/RIMFERegs>