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