

Seattle Special Events

Vendor Requirements



Vendors are required to have necessary permits to be a part of a Special Event. As the event organizer you are required to make sure each vendor has obtained the necessary permits. Below is helpful information to inform your vendors of the requirements.

Although these may not be all of the required permits, these are the most commonly obtained for Special Events.

Fire

Temporary Place of Assembly Permit

Required for portions of the event that are a separate location or considered distinct from the primary event.

Open Flame

Outdoor cooking with charcoal, wood, or fire requires a permit. A separate permit is required for each vendor booth.

Propane Permit

Outdoor cooking with propane requires a permit. A separate permit is required for each vendor booth.

Tent Permit

Tents and canopies over 400 square feet in area (e.g. greater than 20' x 20') require Fire Department permits.

For more information or to obtain permits contact the Fire Marshall's Office at 206-386-1450.

Health

Mobile Food Permit

Required for operations such as food carts, espresso carts, food served out of mobile vehicles, etc. This is an annual permit for a permanent operation. Requires plan review of the mobile unit & commissary before approval.

Temporary Food Permit

Required when food is served at your event. A permit is required for each booth and event location. This is required for restaurants/vendors who cook, prepare, or setup food operation outside of their permitted kitchen. Conditions of permit are dependant on the menu, number of booths, and length of the event.

Catering Permit

Catering businesses need a food service permit to legally prepare food in a commercial kitchen and serve food at events in King County.

For more information or to obtain permits contact Rosemary Byrnes at Seattle & King County Public Health at 206-296-4632.

Alcohol

Special Occasions License

Issued to registered nonprofit organizations holding events at which spirits, beer or wine will be sold by the drink. All proceeds of liquor sales must be retained by the nonprofit. Applications are due 45 days prior to event.

Banquet Permit

For service & consumption of liquor at a private, invitation-only event. Liquor may not be sold, must be provided free of charge by a sponsor, or brought by those attending. Purchase Banquet Permits at any WSLCB retail liquor store.

Extended Alcohol Service Area

A restaurant with an existing liquor license can request to serve alcohol outside of their restaurant walls. The restaurant must obtain permits from the City and obtain written approval from the WSLCB.

Alcohol Caterers

Restaurants with this endorsement may cater alcohol at private events (no ticket sales) and events sponsored entirely by a non-profit. Third party promoters may not be involved with this type of event.

For more information or to obtain permits contact the Washington State Liquor Control Board (WSLCB) at 360-664-1600.

Business

Seattle Business License

Anyone engaging in business within the Seattle city limits is required to obtain a City of Seattle business license. Call 206-684-8484 for general information

Tradeshow License

Designed to make licensing easier for organizers of temporary events that include vendors and exhibitors, and is required when there are 25 or more vendors/exhibitors. Call 206-684-8402 for more information.

Admission/Cover Charges

Any person conducting or operating any place where an admission fee is charged must file an application to obtain the admission tax endorsement. 'Suggested Donations' are prohibited. Call 206-684-8404 for more information.

For more information or to obtain licenses contact Revenue & Consumer Protection Division at the numbers listed above.