Town of Smyrna - Permit

MOBILE FOOD VENDOR

This permit cannot be issued until the property owner obtains a Property Owner permit where sales are to be conducted.

Applicant Name :

Applicant Address:

Business Name:

Applicant Contact Information :

E-Mail :

Phone Number :

Check Box If Operator is Same as Applicant ☐

Vehicle Operator Name :

E-Mail :

Vehicle Operator Address :

Questions :

1. Business name where sales are conducted:

   Business address where sales are conducted:

2. **All required documents must be submitted at the time of application. Do you have all documents? (Please review the list of requirements)** ☐ Yes ☐ No

3. **By signing this application, I am acknowledging I have read the Ordinance and will comply with all applicable requirements herein. Confirm?** ☐ Yes ☐ No

Applicant Signature :

Print Signature :

Date : ☐☐/☐☐/20☐☐

For Official Use Only

Received by: *Application Fee:* *$100.00 / 30 Days* *Or* *$50.00/Day*

- ***An additional $20.00 will be added to the application fee due to a permitting technology fee***

Submittal Requirements:

1. Completed application form.
2. Application fee of $100.00 + $20.00 permitting technology fee = $120.00.
3. Color photographs of the exterior (front, side and back) of the vehicle in its final condition and with all markings under which it operates.
4. Copy of the vehicle license and registration form reflecting the vehicle identification number (VIN) of the vehicle.
5. A copy of the state or county health department license or permit applicable to mobile food providers.
6. A copy of any alcoholic beverage license, if applicable.
7. A copy of the operator's business license.
8. A certificate of insurance coverage, including required motor vehicle insurance coverage.
9. Inspection of vehicle by the Town of Smyrna Fire Department.
10. Any additional information required by the permit administrator.
11. **Food Trucks in C-2 Zoned District:**
    a. Property owner must obtain a Property Owner permit prior to operations conducted on a singular parcel in the C-2 zoning district.
    b. May not operate on an unimproved parcel.
    c. No more than two food trucks may operate at any one location unless a food truck rally permit has been issued.
    d. Utilize similar hours of operation as the business on site. If the business is open 24 hours, food trucks may only operate between the hours of 7:00 am – 9:00 pm unless otherwise restricted by the property owner. The Town may permit extended hours of operation for a food truck rally.
    e. Operation on any one parcel for no more than 90 days in a calendar year.
    f. Parking must be available on site.
    g. Food trucks may remain on site overnight with all trash and debris removed.
12. **Food Trucks in Private Residential Property:**
    a. Written permission shall be obtained from the property owner, and made available immediately to the Town upon request. If a homeowner's

association exists and is the property owner or if the location is on private property, any restrictions or requirements of the homeowner's association must be met.

b. Operation may not be conducted on an unimproved parcel.
c. No more than two food trucks may operate at any location.
d. A food truck must leave the site at the end of each day with all trash and debris removed.
e. Hours of operation: Operation may be conducted from 11:00 am – 8:00 pm, unless otherwise restricted further by the property owner. The Town may permit extended hours of operation for a food truck rally.

13. **Canteen Trucks on Private Property within any Zoning District:**
    a. Written permission shall be obtained from the property owner and shall be made available immediately to the Town upon request.
    b. Property is undergoing construction activity. In such a case, if streets are a part of the construction of the site, a clearly delineated location which has boundaries defined by temporary fencing is required.
    c. Hours of operation: 7:00 am – 6:00 pm unless otherwise restricted further by the property owner. A canteen truck may operate no longer than one hour per day at any one location.
14. **Ice Cream Trucks:**
    a. May operate from the public right-of-way at any one location for no more than 15 minutes before relocating to another location not less than ¼ mile from the previous location.
    b. Trucks must park facing the same direction as traffic at a distance of not more than 18 inches from the curb face or edge of pavement and with the service window facing the curb face or edge of pavement.
    c. Trucks may also operate on private property subject to the provisions of Section 4.030 G.3.a. (See number 11 a-e listed above).
15. The mobile food vendor permit must be prominently displayed when the mobile food service vehicle is in operation.
16. Each mobile food vendor permit holder shall have an ongoing duty to provide the Town with notice of any change to any of the information submitted with its permit application, including current photographs of the mobile food service vehicle in the event of any change in the appearance of or signage of the vehicle.