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## CHECKLIST: MOBILE FOOD VENDOR PROCESS

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—Specific Requirements Outlined in Ordinance No.2019-10—

**MOBILE FOOD VENDOR NAME:** \_\_\_\_\_

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The following items **MUST** be checked off { ☒ } for a permit to be issued.

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This checklist is to assist applicant while completing the Food Truck Application

### **SUBMITTAL DOCUMENTS**

- ☐ Application, which includes the information as described below:
  - ☐ MS State Sales Tax License (Ex.: xxxx-xxxx)
  - ☐ Health Department Approval
  - ☐ List of Locations
  - ☐ List of Products
  - ☐ Valid Business Insurance Policy
  - ☐ Valid Vehicle Insurance Policy
  - ☐ \$251.00 Application Fee (paid prior to inspection)
- ☐ Consent Form(s), which includes the information as described below:
  - ☐ OWNER Signature
  - ☐ Site Plan for EACH consent form



## City of Ocean Springs

Building Department  
1014 Porter Ave  
Ocean Springs, MS 39564  
228-875-6712

### — FOOD TRUCK APPLICATION —

Application Date: \_\_\_\_\_

NEW

RENEWAL

Permit #: \_\_\_\_\_

#### **Business Information:**

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

Business Owner – Name: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

**\*\*\*\* If business is incorporated – attach related articles of incorporation or similar information \*\*\*\***

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Vehicles to be Permitted: \_\_\_\_\_

⇒ **All vehicles must be listed separately on this application – See Below** ⇐

⇒ MS State Tax ID Number: \_\_\_\_\_

**PERMITS MUST BE RENEWED ANNUALLY AND ARE ONLY TRANSFERRABLE UPON APPROVAL BY THE BOARD OF ALDERMEN.**

#### **Required Attachments:**

- ☐ Copy of Food Service Permit from the MS Department of Health
- ☐ Proof of a MS State Tax ID number
- ☐ List of products to be sold
- ☐ Proof of valid business insurance policy and valid vehicular insurance if applicable
- ☐ Fee of \$251 must be paid prior to inspection [includes occupancy inspection fee]
- ☐ Affirmation of Code Compliance – Ord.2019-10 – Below.



**Copy of Ordinance 2019-10 Received:** \_\_\_\_\_(initials)



#### **Additional Requirements:**

**Physical Inspection of Vehicle:** Prior to permit being issued, an inspection will be scheduled to determine that all physical requirements of each vehicle are met per the ordinance. These inspections are conducted at the Building Department office Monday – Thursday at 10am. The Building Department will schedule this inspection once all departments have approved the location of the food truck.

**CONSENT FORMS – Location Requirements:** All locations of operation shall be approved prior to operations beginning. Review of each location will include but is not limited to: proper zoning district, adequate parking, ADA parking and accessibility, proposed occupancy, number of vehicles allowed, location of garbage storage, posting of rules, etc. as required by **Ordinance 2019-10**.

**CONSENT FORM NOTES:**

- A separate form must be submitted for EACH location to be utilized.
- A MINIMUM of 7 business days must be allowed for approval of each Consent Form.
- The form must be completed in its entirety including a site plan showing the location of the Mobile Food Vendor vehicle within the private property, as well as any tables and similar accessories.
- **The form must be signed by the property OWNER.**
- The private property must be commercially zoned and have adequate parking to accommodate the additional activity.

**Vehicle Information:**

List the type of vehicle to be used for this operation. (For truck and trailer, please list the vehicle pulling the trailer AND the trailer information.)

<u>Make/Model (Type)</u>	<u>VIN#</u>	<u>License #</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
_____	_____	_____

**Food Description:**

List or describe the type of food items to be served: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List Proposed Locations of Operation:**

List the locations initially proposed for operation. Each location will have to have a Consent Form attached. Subsequent locations will require an approved Consent Form prior to operation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Affirmation of Codes/Regulations:**

I, \_\_\_\_\_ (print name), hereby certify that I am the owner of the Mobile Food Vendor business and/or have the legal ability to make this application on before of the owner, and that I have read and understand the requirements as outlined in the application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## City of Ocean Springs

Building Department  
1014 Porter Ave  
Ocean Springs, MS 39564  
228-875-6712

### — FOOD TRUCK — CONSENT FORM / SITE PLAN

Date Submitted: \_\_\_\_\_

#### **Business Information:**

Name of Food Truck: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_ Business Owner – Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### **Property Information: PLEASE PRINT CLEARLY**

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

Zoning District: \_\_\_\_\_ If Developed – Existing Business Name: \_\_\_\_\_

Property OWNER of Record: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**A CONSENT FORM MUST BE APPROVED FOR EACH LOCATION TO BE UTILIZED PRIOR TO OPERATION**

#### **CONSENT FORM NOTES:**

- A separate form must be submitted for EACH location to be utilized.
- A **MINIMUM** of 7 business days must be allowed for approval of each Consent Form.
- The form must be completed in its entirety including a site plan showing the location of the Mobile Food Vendor vehicle(s) within the private property, as well as any tables and similar accessories.
- The form must be signed by the property **OWNER**.
- The private property must be commercially zoned and have adequate parking to accommodate the additional activity.

#### **Inspection Criteria:**

##### **Location**

- ☐ Cannot be locked or attached to trees, garbage cans, or street furniture;
- ☐ Cannot be located within 20 feet of any bus stop;
- ☐ Cannot block the view of traffic, traffic signals, traffic signs, impede pedestrian or vehicular traffic on sidewalks and rights of way, or in any way inhibit lines of sight for vehicular traffic;
- ☐ May not locate within ten ( 10) feet of any fire hydrant;
- ☐ Cannot operate any place the general public is prohibited;

- ☐ Location of the vehicles may not result in the violation of minimum parking space requirements as prescribed by ordinance;
- ☐ Vendor must provide and properly manage a trash receptacle for use by customers in such a manner as not to block or otherwise obstruct pedestrian or vehicular traffic, and is responsible for all litter and trash within fifteen (15) feet of the operation;
- ☐ Mobile food vendors may place a maximum of three coolers within their containment area so long as the coolers are neatly stacked to avoid visual clutter; and
- ☐ No accessory container shall be more than three feet from the unit. Accessory containers must be made of hard substances such as hard plastic or a metal and may not be made by expanded polystyrene plastic, paper, paperboard, or cardboard.

### ***Operational Requirements***

- ☐ The operators must be present at all times.
- ☐ Sales of goods are limited to food and non- alcoholic beverages.
- ☐ Mobile food vendors are responsible for all waste and trash removal – No liquid waste or grease is to be disposed of in tree pits or onto sidewalks, streets, or other public places; nor shall it be disposed of in drains or sanitary sewers.
- ☐ Stands, shelves, bins, equipment, signs, covers, or any kind of accessory or feature may be provided unless the same was accurately described and included in the application.
- ☐ The vehicle must have self-contained utilities. If a generator is utilized, it shall be in compliance with the City of Ocean Springs noise ordinance Section 15- 13.
- ☐ Umbrellas or canopies must be attached to the pushcart or vehicle with a maximum diameter of not to exceed six feet, and shall not interfere with pedestrian or vehicular movement and/or line of sight. No mobile pushcart or mobile food preparation vehicle shall have more than two umbrellas.
- ☐ One temporary menu board style sign not to exceed six (6) square feet in size may be utilized.
- ☐ Signs on mobile pushcarts and mobile food preparation vehicles shall not exceed the size of the pushcart or vehicle.
- ☐ Exterior lighting must be hooded or shielded so that the light source is not directly visible to a residential use.
- ☐ Mobile pushcarts and mobile food preparation vehicles may not be stored, parked or left overnight on city property or right of way.
- ☐ Affirmation of Code Compliance – Ord.2019-10 – Below.

⇒ Copy of Ordinance 2019-10 Received: \_\_\_\_\_(initials) ⇐

**SITE PLAN:**

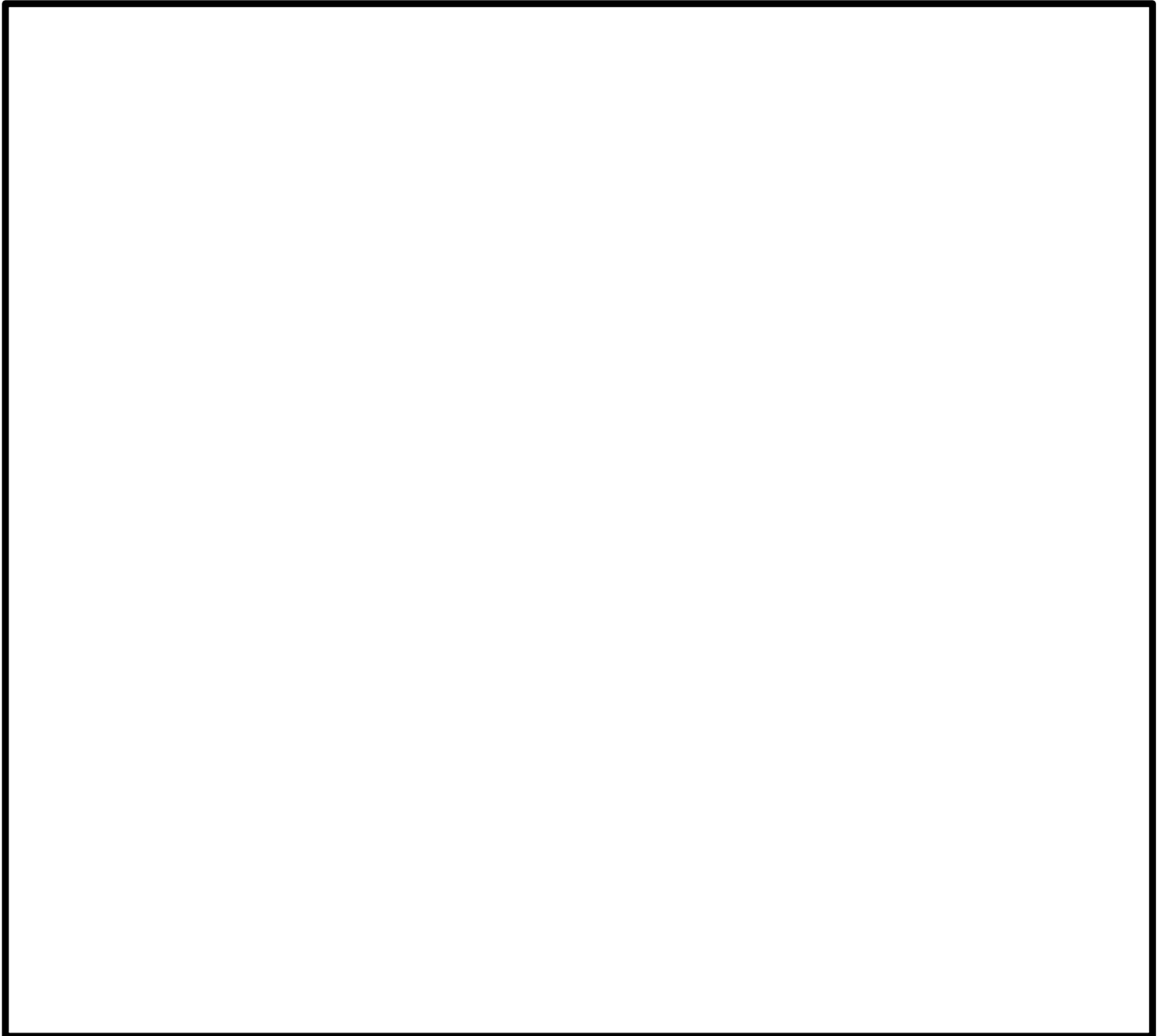
*Indicate the following:*

**EXISTING:**

Structures  
Parking places  
ADA parking  
Property entrances

**PROPOSED:**

Placement of Food Vendor  
Trash receptacles  
Signage  
Accessory containers



**Affirmation of Codes/Regulations:**

I, \_\_\_\_\_ (*print name*), hereby certify that I am the owner of the Mobile Food Vendor business and/or have the legal ability to submit this CONSENT FORM request on behalf of the owner, and that I have read and understand the requirements as outlined in the application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Ordinance No. 2019-10**

## **Mobile Food Vendor/Food Trucks**

- Shall only conduct business on private property in commercially zoned areas
- Must not be locked or attached to trees, garbage receptacles, or street furniture
- May not be located within 20 feet of any bus stop
- Cannot block the view of traffic, traffic signals, or traffic signs
- May not be located within 10 feet of any fire hydrant
- Owner must be present at all times
- Beer, wine, and alcoholic beverages are PROHIBITED
- Owner responsible for all waste and trash removal
- Shall not provide stands, shelves, bins, equipment, signs, covers, or any kind of accessory feature unless described in application
- Shall provide a trash receptable for use by customers
  - Vendor is responsible for all litter/trash within 15 feet of Food Truck/Trailer
- Must have self-contained utilities
- No speakers or other noise production devices allowed
- Cannot sell to any occupant of any motor vehicle unless lawfully parked
- Must have privilege license (issued by City Hal)
- Umbrellas/canopies must be attached to the vehicle, cannot exceed 6 feet, cannot interfere with pedestrian or vehicular movement and/or line of sight
- Allowed 1 menu board style sign not to exceed 6 square feet in size
- Signs on the “Food Truck” shall not exceed the size of the truck/trailer
- Exterior lighting must be hooded or shielded
- Limited to a maximum of 3 coolers within their containment area
- No accessory containers shall be more than 3 feet from the unit
- May not be stored, parked, or left overnight on city property or right-of-way

### **Violation and penalties**

- First Violation – not to exceed \$150
- Second Violation – not to exceed \$250 within 1 year
- Third (or more) Violation(s)- not to exceed \$500 within one year of the 1<sup>st</sup> violation