



Any person selling or offering for sale food as a mobile food vendor or operate as a mobile food vendor within the City shall comply with the requirements and regulations of City Ordinance No. 6402, Article 3.58.030, and submit a Mobile Food Vendor Permit Application to the Parks and Recreation Department. Allow three (3) business days for processing following submission.

1. APPLICANT INFORMATION

Business Name:

Applicant Name:

Address: City: State: Zip:

Phone Number:

Email Address (if any):

(If the applicant is a corporation, partnership, or other entity, then please provide the names and managers of such entry)

2. VEHICLE INFORMATION: If food is to be sold from any motor vehicle, the vehicle license numbers and descriptions of all vehicles from which the applicant proposes to sell food and the names of all persons expected to drive such vehicles.

Make: Model: License Plate Number:

Driver(s) Names:

3. FOOD DESCRIPTION: Summary of the food to be sold.

4. DOCUMENTATION SUBMISION: Document submittal requirements to be provided at the time of application with Mobile Food Vendor Permit Application. *Please provide a copy of the following:*

State of Iowa Annual Mobile Vendor Permit State of Iowa issued mobile vendor permit.

Iowa Department of Revenue Permit Iowa Department of Revenue license/permit, permitting the collection of revenue or proof of applicable sales tax exemption within the State of Iowa.



- State of Iowa Issued Certification(s) Required by state for safety, and /or hazardous guidelines related to the sale of food, and preparation, storage or cooking process.
- Fire Marshal Safety Inspection Approval Fire Marshal Safety Inspection Approval Letter stating the mobile food vendor vehicle or trailer adheres to and / is in compliance with applicable required codes per fire code.
- Insurance Proof of general liability insurance, including products liability coverage, in the amount of \$1,000,000 or more per occurrence and \$1,000,000 for property damage.
- Written Consent (For locations other than city owned parks) Written consent is required from each of the property owners, permanent for establishment owners or any other written consent required under City Ordinance No. 6402.
- Description of the locations applicant anticipates selling from (e.g., park area, parking lot location, street address, etc.).

5. LICENSE FEE(S):

YEARLY FEE \$100.00 for January - December of current year – due at time of application submission.

PRO-RATED FEE \$8.35 per month through December of the current year – due at time of application submission.

C4 Business District \$100.00 – an additional one-hundred dollars shall be paid by a mobile food vendor who will be primarily doing business within boundaries of any C4 Business District. Refer to City zoning map to determine location(s) of C4 Business District.

Office Use Only			
Reviewed By:			
Date of Review:			
Approved:	Yes	No	Date
Comments:			