



Hilliard Division of Police

5171 Northwest Parkway, Hilliard, OH 43026

Phone: 614.876.2429 Email: hilliardpolice@hilliardohio.gov

MOBILE FOOD VENDING PERMIT APPLICATION

Applicant Information			
Applicant Name:		Cell:	
Home Address:			
City:	State:	Zip:	Date of Birth:
Email:		Social Security #:	
Business Information			
Corporate/Business or dba Name:			
Address:			
City:	State:	Zip:	
Phone:		Employer ID#:	
Mobile Food Vending Unit / Food Truck			
Food Truck Dimensions:	Width:	Length:	Height:
Food Truck Materials:			
Items to be Sold From Food Truck: <i>Due to maintenance issues of city property, all smoothies, ices and other food items must be free from red and/or other intense colored dyes.</i>			
Desired Permit Location(s) and Hours			
If more than one location is requested, the requested day and hours may not overlap.			
Priority	Location	Day(s) and Hours	Admin Use Only
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
Required Documentation & Fee			
<input type="checkbox"/> Copy of valid Transient Vendor License, if applicable			
<input type="checkbox"/> Copy of valid Mobile Food Vending License, if applicable			
<input type="checkbox"/> Copy of Bureau of Criminal Investigation (BCI) background results			
<input type="checkbox"/> Copy of Driver's License			
<input type="checkbox"/> Copy of Ohio Department of Taxation filing number or exemption			

Copy of City of Hilliard Income Tax filing number or exemption. (Contact Hilliard Tax Administrator Greg Tantari at 614.334.2465 with your Federal Tax ID number.)

Color photos of all sides of food truck

Copy of Insurance Policy, showing a minimum of \$1,000,000 coverage

Copy of applicant's signed agreement with a licensed food service (aka commissary). (This is not applicable if food will be prepared in the food truck.)

Copy of current Food Service Operation License issued by the Ohio (or County or City) Board of Health

Application Fee based on the fee schedule below.

\$\_\_\_\_\_ Application Fee Attached

Cash     Check # \_\_\_\_\_ (Made payable to *City of Hilliard*)

- \$100.00 – Includes the cost of a transient vendor permit for the applicant *and* a mobile food vending permit for one food truck.
- \$75.00 – The applicant already has a valid transient vendor permit issued by the City of Hilliard or another Ohio political subdivision *and* is applying for a mobile food vending permit for one food truck.
- \$75.00 – The applicant already has a valid transient vendor permit *and* mobile food vending permit issued by the City of Hilliard *and* is applying for a second food truck permit.
- \$75.00 – The applicant already has a valid transient vendor permit *and* mobile food vending permits issued by the City of Hilliard for two mobile food trucks *and* is applying for a third food truck permit.
- \$50.00 – The applicant already has a valid transient vendor permit *and* mobile food vending permit issued by the City of Hilliard or another Ohio political subdivision *and* applicant successfully passed a criminal background check by that political subdivision as part of its mobile food vending licensing process.
- *NOTE:* Each individual that operates the food truck, whether the owner, employee or independent contractor, must maintain a valid transient vendor permit.

**Certification**

I certify that the information above is correct and that I will comply with all City of Hilliard Ordinances, rules and regulations. Any falsification will result in revocation of the permit. I certify that, if granted a permit, I will maintain compliance with Chapter 753 of the City's Codified Ordinances and all county and state statutes, rules and regulations that affect the operation of food trucks.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Administrative Use Only**

Reviewed by:	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit #:	Permit Dates:
			From: _____ To: _____

Remarks: