



## MOBILE FOOD UNIT PERMIT APPLICATION: CHAPTER #730

Application Number: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FEES:**

\$10 (Day) x \_\_\_\_\_ Days = \$ \_\_\_\_\_

\$50 (Month) \$ \_\_\_\_\_

\$200 (Year) \$ \_\_\_\_\_

Total Fee Amount: \_\$ \_\_\_\_\_ Paid: Check #: \_\_\_\_\_ Cash: \_\$ \_\_\_\_\_

**(PLEASE PRINT)**

1. Applicant's Name: \_\_\_\_\_

2. Applicant's Phone Number: \_(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

3. Applicant's Permanent Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

4. E-mail Address: \_\_\_\_\_

5. Business Name: \_\_\_\_\_

6. Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

7. Business Phone Number: \_(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

8. Proposed Operating Location: \_\_\_\_\_

**\*\* Applicant needs to provide City of Johnstown with copies of:**

1. ☐ Physical description of unit.
2. ☐ Letter of authority from the location's property owner.
3. ☐ Proof of Liability and Property Damage Insurance > than \$1,000,000.
4. ☐ Proper fire suppression devices are in good working order.
5. ☐ Ohio State Food Service License.
6. ☐ Current and valid state vehicle registration information for the unit.
7. ☐ Proof of Ohio Department of Taxation Transient Vendors License.
8. ☐ Proof of a filing number or exemption from the Ohio Department of Taxation.

9. ☐ Food Handler Certification of Achievement from an accredited Food Safety Course.
  10. ☐ A copy of the Mobile Food Units menu on site prepared items served.
  11. ☐ Proof of a current and valid license issue by a department of health pursuant to the Ohio Revised Code to conduct retail food operations.
  12. ☐ Copy of valid Ohio Driver's License for owner/operator.
- Upon issuance of permit, applicant agrees to provide the City Manager or Designee with written documentation of any change in the information provided within fifteen (15) calendar days of any such change or prior to the applicant's next operation of the unit within the city.
  - Upon issuance of a food unit permit by the City Manager or Designee, the applicant becomes solely responsible for submission of current certificates which extend or renew permits, licenses or insurance of coverage required as a condition of issuance of the food unit permit. Failure by the applicant to maintain such information current and correct shall be caused to revoke the food unit permit.

*\*\* The undersigned applies for a Food Unit Permit for the following use: said permit to be issued on the basis of the information contained with this application. The applicant hereby certifies that all the information and attachments to this application are True and Correct and agrees to follow all applicable laws.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE ONLY:**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received By: \_\_\_\_\_

Approved: \_\_\_\_\_ or Denied: \_\_\_\_\_

Zone Inspector's Signature: x \_\_\_\_\_

# *Process for a Mobile Food Unit Permit*

## **Step 1:**

### **Applicant needs to provide City of Johnstown with copies of:**

- Physical description of unit.
- Letter of authority from the location's property owner.
- Proof of Liability and Property Damage Insurance > than \$1,000,000.
- Proper fire suppression devices are in good working order.
- Ohio State Food Service License.
- Current and valid state vehicle registration information for the unit.
- Proof of Ohio Department of Taxation Transient Vendors License.
- Proof of a filing number or exemption from the Ohio Department of Taxation.
- Food Handler Certification of Achievement from an accredited Food Safety Course.
- A copy of the Mobile Food Units menu on site prepared items served.
- Proof of a current and valid license issue by a department of health pursuant to the Ohio Revised Code to conduct retail food operations.
- Copy of valid Ohio Driver's License for owner/operator.

### **Locations allowed:**

- The parking lot of any business property that has invited the Mobile Food Unit or is in proximity to the business as in a shared parking lot or within a shopping center.

### **Locations NOT allowed:**

- Mobile Food Units are not allowed to operate their Mobile Food Unit on any public streets, park or alleys within the Village. The exception is if the street, park or alley is closed for an authorized public or community event and then the Food Unit is allowed to open for business following the same scheduled hours as the event.

## **Step 2:**

### **City of Johnstown's Permit Fees:**

- Ten dollars per operating day, no more than three consecutive days or no more than one 3-day occurrence per week.
- A one month operating permit is available and can be purchased for \$50.00 for each individual month of business, with no more than one three-day occurrence per each week of the month.
- An annual permit is available for \$200.00 per year allowing no more than three consecutive days per week.

### **NOTE:**

Mobile vending located on public property and not for profit events shall be exempt from these fees.

<b>Step 3:</b>
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**City of Johnstown Application information, required to obtain a Permit:**

- Complete the Johnstown Mobile Food Unit application.
  1. Provide copies of the documents listed in Step (1).
  2. Provide the Mobile Food Unit owner's name, home or business address, email address, business phone and cell phone numbers.
  3. Provide the Mobile Food Unit operators contact information if different from Unit owner.
  4. Provide hours of operation.
  5. Proposed location of Mobile Food Unit parking within Johnstown.
  6. Contact information for who invited your Mobile Food Unit to operate at their business location, and the owner or operators signature agreeing to the terms of Johnstown's Mobile Food Unit regulations.