

City of Belleville

6 Main Street ♦ Belleville, MI 48111-2788
734-697-9323 ♦ www.bellevilleonthelake.com



Dear Mobile Food Vendor:

Subject: Application for Mobile Food Vending License

Thank you for your interest in adding to our community!

Enclosed is a Mobile Food Vending License Application packet which must be completed in its entirety to obtain a Mobile Food Vending License. A separate application is required for each Mobile Food Vending Unit. Please familiarize yourself with, and adhere to both the enclosed *Guidelines for Mobile Food Vending* and the City of Belleville Code of Ordinances, Chapter 107 on Mobile Food Vending, which can be viewed in its entirety at www.bellevilleonthelake.com/

Please refer to the enclosed *Checklist for Mobile Food Vending License* for the required documentation for submission with your application. Once your application and all required documents have been received, the Building Department Office will obtain approvals from the appropriate departments and agencies. Once all required departments and agencies have approved your request, the Building Department Office will issue you a formal **Mobile Food Vending License**. You must have this license in your possession, and it must be prominently displayed on the Mobile Food Vending Unit to operate in the City of Belleville.

We hope this information is helpful! The City of Belleville looks forward to working with you. Should you have any questions, please feel free to contact anyone in the City of Belleville Building Department Office at (734) 697-9323 x7015 or buildingclerk@belleville.mi.us

Regards,

Steve Jones
Assistant City Manager
DDA director

City of Belleville
Application for Mobile Food Vending Unit License
(City ordinance #2024-003)

*A separate license and separate application is required for
each unit*



Business name: _____

Name of Food Truck: _____

Address: _____
Street City State Zip

Name of individual representing business: _____

Mobile telephone number: _____

Email address: _____

Will you be vending on city property? ____Yes ____No

If yes, please attach a certificate of general liability insurance in the amount of \$1 million per occurrence, with the City of Belleville named as certificate holder, along with an endorsement to the policy naming the City of Belleville as additional insured.

Is your business a licensed food service establishment based in the City of Belleville? ____Yes ____No

Have you, or anyone who will be working at the unit, been convicted of a felony under the laws of the State of Michigan, United States or any other state within the United States? _____

Make of vending unit: _____

Model of vending unit: _____

Year of vending unit: _____

VIN #: _____

Description of goods to be sold: (attach full menu separately)

Planned place(s) of operation: _____

Planned hours and days of operation: _____

Do you have a fryer? ☐ Yes ☐ No
Do you have a grill? ☐ Yes ☐ No
Do you have a griddle? ☐ Yes ☐ No
Do you have a broiler? ☐ Yes ☐ No

How will you be disposing of grey water/untreated waste? _____

Will you be using cooking fuel? ☐ Yes ☐ No

If yes, please complete the following:

What type of cooking fuel are you using? _____

Where, on the unit, will the cooking fuel be located? _____

How much cooking fuel will be located on the unit? _____

Do you have an exhaust hood? ☐ Yes ☐ No

If yes, please complete the following:

Who installed the hood? _____

What is the address of the installer? _____

What is the code/standard/year used in design of the hood? _____

What is the mechanical license number? _____

Date of last inspection on the exhaust hood system: _____

Do you have a suppression system? ☐ Yes ☐ No

If yes, please complete the following:

Who installed the suppression system? _____

What is the address of the installer? _____

What is the code/standard/year used in design of the suppression system? _____

What is the mechanical license number? _____

Date of last inspection on the suppression system: _____

Do you have fuel piping? ☐ Yes ☐ No

If yes, please complete the following:

What code/standard/year used in fuel piping? _____

Who installed the fuel piping? _____

What is the mechanical license number of the fuel piping installer?

Please attach the following:

- _____ Fee (fees outlined on the next page)
- _____ Copy of Michigan Sales Tax License
- _____ Copy of Special Transitory Food Unit (STFU) or Mobile Food establishment license from the Michigan Department of Agriculture and Rural Development (MDARD)
- _____ Copy of Wayne County Health Inspection Certificate
- _____ Copy of ServSafe Certification
- _____ Proof of Insurance
- _____ Photos of the mobile food vending unit
- _____ Copy of State issued photo ID for all employees working at the mobile food vending unit
- _____ Copy of the most recent 3rd party suppression system fire inspection (if applicable)
- _____ Copy of written consent to operate on private property (All vendors MUST obtain written consent from the property owner PRIOR to operation.)

Fee Schedule:

Please attach the appropriate fee with your application so it may be processed. (Fee is non-refundable once a permit has been issued by the City Building Department Office; permits are valid for one year from the date of issuance.)

- \$ 300 – per Mobile Food Vendor (multiple food trucks or trailers must obtain a separate license for each)
- \$ 0 – if operating at public or community events approved by the City Council if such operation is approved by the committee in charge of such event or the City Council prior to the event
- \$ 0 – if operating a Mobile Food Vehicle which dispenses food/beverage that moves from place to place and is stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks or food vending pushcarts and stands located on sidewalks

- \$ 0 – for Outdoor food sales operated by an existing brick and mortar restaurant on the same site as such restaurant

The undersigned, declares the following: that he/she wishes to be permitted to perform the operation, service or act stated hereon; that the statements made above are true and correct to the best of his\her knowledge and belief; that he/she will comply with all provisions of the ordinances of the city of Belleville relative to the operation, service or act for which the license is requested; that he/she agrees to hold the city of Belleville free and harmless from all liability which may be imposed upon it and to reimburse the city of Belleville for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the license was issued. The undersigned understands that vending is not permitted in City Parks and acknowledges that he/she has received a copy of the rules for vending.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant has hereby given permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Signature of applicant

Date signed.

CHECKLIST FOR MOBILE FOOD VENDING UNIT LICENSE



THE FOLLOWING IS NEEDED BEFORE A MOBILE FOOD VENDING LICENSE MAY BE ISSUED:

____ 1. Contact the Wayne County Health Department for your health inspection certificate. Depending on the classification of your unit and its status within the State of Michigan, an in-depth, review may be required which can take a few weeks to complete. Wayne County Health Department, 33030 Van Born Rd, Wayne, MI 48184, 8am - 4:30pm, Monday, Tuesday, Thursday and Friday; Wednesday 11am – 7:30pm (734) 727-7100.

____ 2. Contact the Michigan Department of Agriculture and Rural Development, at (800)292-3939 for your Special Transitory Food Unit (STFU) or Michigan Department.

____ 3. Fee. Please attach the appropriate fee with your application so it may be processed. (Fee is non-refundable once a permit has been issued by the City Building Department Office; permits are valid for one year from the date of issuance.)

- \$ 300 – per Mobile Food Vendor (multiple food trucks or trailers must obtain a separate license for each)
- \$ 0 – if operating at public or community events approved by the City Council if such operation is approved by the committee in charge of such event or the City Council prior to the event
- \$ 0 – if operating a Mobile Food Vehicle which dispenses food/beverage that moves from place to place and is stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks or food vending pushcarts and stands located on sidewalks
- \$ 0 – for Outdoor food sales operated by an existing brick and mortar restaurant on the same site as such restaurant

- ____4. A certificate of your general liability insurance.
- ____5. A copy of your Michigan Sales Tax License. If you do not have one, you must first go to the Michigan Department of Treasury.
- ____6. A photograph of your mobile food vending unit.
- ____7. A copy of ServSafe Certification.
- ____8. Copies of State issued photo ID for all employees working at the mobile food vending unit.
- ____9. A copy of the most recent 3rd party suppression system fire inspection (if applicable).
- ____10. A copy of written consent to operate on private property (All vendors MUST obtain written consent from the property owner PRIOR to operation.).
- ____11. A copy of written consent to operate, from the adjacent property owner, if the location of the Mobile Food Unit is within twenty (20) feet of the property line. (Applicable if applying to operate on private property.)
- ____12. If applying to operate on private property, a plan view drawing which clearly indicates where the Mobile Food Unit vendor operation will be in relation to all existing driveways, maneuvering lanes, pedestrian walkways, parking spaces, existing structures, and property lines.
- ____13. Once you have completed steps 1 - 12, please provide the completed application and attachments to obtain your Mobile Food Vending License to the Building Clerk's office, 6 Main St, Belleville, MI, between 8:30am and 5pm, Monday through Friday, (734) 697-9323 x7015.
Because various approvals are required, please be aware that Mobile Food Vending Unit Licenses may take a week or more to process.

GUIDELINES FOR MOBILE FOOD VENDORS



1. Proof of License. When the Building Department's Office receives a completed application, with all attachments required, we will begin processing your application. If approved, the Building Department's Office will issue a City of Belleville Mobile Food Vending Unit License. ***This license must be prominently displayed on the Mobile Food Vending Unit.***

2. Vending on non-city property. Vending on non-city property is allowed with a valid City of Belleville Mobile Food Vending License.

3. Vending on city property. A Mobile Food Vendor is not permitted to operate in City Parks or on City property unless it is operating at public or community events approved by the City Council, and providing that such operation is approved by the committee in charge of such event or the City Council prior to the event.

4. Vending is prohibited within one thousand (1000) feet of a city-authorized street fair, public festival, farmers market or event, unless authorized by the event sponsor.

5. Hours of operation. Vending may occur between the hours of 8 a.m. and 9 p.m. ***No mobile vending unit may operate except during the specific hours mentioned in this section.***

6. Other miscellaneous rules. As outlined in the Belleville City Code of Ordinance Chapter 107, all vendors must:

- Provide appropriate waste receptacles at the site of the unit and remove all litter, debris and other waste attributable to the vendor daily. Waste shall not be disposed of in city receptacles.
- If parked on public streets when not in operation, vendors shall conform to all applicable parking restrictions. ***Provided, however, that a Mobile Food Vending Unit may disregard the duration restrictions if part of a special event that has obtained prior event approval from the City Council.***
- Not operate within two hundred fifty (250) feet of an existing brick-and-mortar restaurant during the hours when such a restaurant is open to

the public for business unless prior written authorization is obtained from an authorized representative of such restaurant in advance of the vendor's application for a permit.

- Not operate on public property within one thousand (1000) feet of the borders of a city-authorized street fair, public festival, farmers market or event except with the authorization of the event sponsor.
- Not use any flashing or blinking lights or strobe lights; all exterior lights over 60 watts shall contain opaque, hood shields to direct the illumination downward
- No mobile food vehicle shall make or cause to be made any unreasonable or excessive noise. No loud music, other high-decibel sounds, horns, or amplified announcements or "crying out" or any other audible methods to gain attention which causes a disruption or safety hazard as determined by the city.
- Comply with the city's Noise Ordinance, Sign Ordinance and all other city ordinances.
- Comply with all applicable federal, state and county regulations.
- May have one portable sign that is six square feet, with no dimension greater than 3 feet and no height (with legs) greater than 4 feet, located within five feet of the unit; and under no circumstances shall such sign be placed upon the sidewalk or impede pedestrian/vehicle safety.
- Not operate between the hours of 9 p.m. and 8 a.m. in all areas.
- All grey water/untreated waste shall be disposed of in accordance with federal, state and local regulations, and under no circumstances shall dispose of untreated waste into the sewer.
- Shall not utilize any electricity or power without the prior written authorization of the power customer; no power cable or similar device shall be extended at or across any city street, alley, or sidewalk except in a safe manner.