City of Belleville

330 Charles Street ◇ Belleville, MI 48111
734-697-9323 ◇ www.bellevilleonthelake.com

Subject: Application for Mobile Food Vending License

Dear Mobile Food Vendor:

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 at 734-697-9323.

Thank you for your interest in making the City of Belleville special,

Brady Peck
City Manager
bpeck@belleville.mi.us

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.)
_____ Copy of written consent to operate within 20 feet of a property line. (All vendors operating on private property MUST obtain written, signed consent from the property owner of the neighboring parcel, if mobile food vehicle operation is within 20 feet of a property line, PRIOR to operation.)
_____ Copy of, if operation is on private property, a plan view drawing which clearly indicates where the mobile food vehicle/vendor operation will be located on the site in relation to existing driveways, maneuvering lanes, parking areas, pedestrian walkways, and buildings (note: The City may further impose conditions to ensure that the proposed operation will not interfere with established uses on site, efficient traffic flow, and pedestrian safety.)

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. Once you have completed steps 1 - 10, please provide the completed application and attachments to obtain your Mobile Food Vending License to the Building Clerk's office, 330 Charles St, Belleville, MI, between 8am and 4pm, 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.
- No mobile food vehicle operation shall be placed within 20 feet of a property line without a signed, notarized authorization of the owner of the neighboring parcel, or their designee.
- No mobile food vehicle operation shall be set up in such a way that reduces the number of available parking spaces below the minimum parking requirements of the zoning code.
- 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.
- All mobile food vendors shall offer a waste container for the public use which shall be emptied daily by the vendor at their own expense.
- 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.