



VILLAGE OF SISTER BAY  
MOBILE FOOD VENDOR  
LICENSE APPLICATION

*No person shall participate in mobile food sales  
without first obtaining a license.*

**FEE:** \$500.00 (paid annually to *Village of Sister Bay*)

*For Staff Use*

License No. \_\_\_\_\_

Date Issued: \_\_\_\_\_

Expiration Date: June 30, 20\_\_\_\_

Permit Location: \_\_\_\_\_

\_\_\_\_\_

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

WI Seller's Permit Number: \_\_\_\_\_

**VEHICLE INFORMATION**

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_ Year: \_\_\_\_\_

VIN: \_\_\_\_\_ License Plate: \_\_\_\_\_

Type of Food Service Offered: \_\_\_\_\_

Requested Start/End Dates of Operation: \_\_\_\_\_

Requested Food Court Location(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I affirm that the information provided in this application is true and correct. I understand that no person shall operate as a Mobile Food Vendor without first obtaining a License and that the License must be displayed in the vehicle at all times. I also acknowledge that I have received a copy of Chapter 18, Sister Bay Municipal Code and the Wisconsin DATCP Requirement for Mobile Food Establishments Fact Sheet.*

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

**ALL APPLICATIONS FOR A MOBILE FOOD VENDOR LICENSE SHALL INCLUDE THE FOLLOWING:**

1. Name of applicant, name of business and business owner, address at which applicant can be contacted at least seven (7) days after leaving the Village, cell phone, and driver's license number of the mobile food vendor.
2. Vehicle Registration and a description, including make, model Vehicle Identification Number (VIN), and license plate of the mobile food vendor unit used to provide mobile food vending services.
3. A valid copy of all necessary licenses, permits or certificates required by the State of Wisconsin, or any subsidiary enforcement agencies or departments thereof (DATCP), including, but not limited to, mobile food establishment license, service base license, food manager's license, valid proof of registration and insurance for the mobile food vendor unit, and driver's licenses for all operators. *(Include as attachments.)*
4. The length of time for which the right to conduct business is desired.
5. References (localities where applicant has conducted similar business). *(Include as attachments.)*
6. Location plan which shows, at a minimum, the stationary location of the mobile food vendor until customer seating areas (if any), available customer parking, location of hand washing stations and restrooms, location of public and private roads, location of all vehicle entrances/exits; proposed lighting, proposed signage and a copy of the food menu. *(Include as attachment.)*
7. Address and/or description of location for which permit is being applied for. If on private property, include the written consent of the owner(s) of the property. Be advised mobile food vendors are not allowed to operate from any site not authorized under Chapter 66 of the Municipal Code. *(Owner's consent include as attachment.)*

*Applications for Mobile Food Vendor Licenses may be subject to additional investigation/verification by the Door County Sheriff's Office.*

**PERMIT RESTRICTIONS:**

1. Mobile food vendors shall comply with all state and county food and health code requirements application to the unit, and all state, county and local permits shall be conspicuously displayed on the mobile food vendor unit while in operation.
2. Each mobile food vendor unit shall be moved safely to and from its vending location and be secured at all times so as not to injure or endanger persons or property.
3. Sales are prohibited on any Village properties or publicly dedicated lands unless involved in a Village-sanctioned event/festival or permission has been granted by the Parks, Property & Streets Committee or the Village Board, except that all mobile food vendors who wish to participate in in Fall Fest need approval from the Sister Bay Advancement Association.
4. Mobile food vendor units are not permitted on public sidewalks.
5. No sales of alcoholic beverages or tobacco products are allowed.
6. The mobile food vendor unit must comply with Chapter 30.11 regarding loud and unnecessary noise. The mobile food vendor unit shall not generate noise louder than levels produced by the equipment used in operating the vehicle or trailer.
7. Mobile food vendor units shall make provision for at least one (1) onsite, conveniently located waste receptacle for customers. Operators are responsible for the removal and disposal of all garbage and refuse daily within the immediate area of the mobile food vendor unit. Spills of food or food by-products shall be cleaned up by the operator.
8. Gray water shall not be dumped onto the ground or into the sewer village sewer system.
9. Restrooms shall be made available to patrons and employees. A sign shall be posted on the mobile food vendor unit indicating where restrooms are available. The restroom facilities shall be provided onsite, or a written agreement from an adjoining business allowing the use of their restroom facilities shall be submitted with the Mobile Food Vendor Application.
10. If a restroom with hand washing facilities is not available within one hundred (100) feet of the mobile food vendor unit, at least one hand washing station shall be made available to the public and a sign posted on the mobile food vendor unit indicating where that hand washing station is located.
11. All mobile food vendor units shall be entirely self-contained in regard to gas, water, and equipment required for operation of the mobile food vendor unit. Electric does not have to be self-contained, but the vendor shall not use utilities drawn from the public right-of-way or private property without the property owner's written consent. No power cable or equipment shall be extended at grade across any Village street, alley, or sidewalk.
12. A functioning fire extinguisher shall be kept in the mobile food vendor unit at all times. Additional fire safety restrictions may be placed by the Fire Chief.

Applicant acknowledgement: \_\_\_\_\_