



City of Owosso
 301 W Main Street
 Owosso, MI 48867

989-725-0535

**APPLICATION &
 CHECKLIST FOR
 MOBILE FOOD
 VENDING LICENSES**

If you are applying for a festival/event being held in the City of Owosso, you MUST contact that festival/event coordinator.

1. Business Name:

Name of Food Truck:

Address:

Name of Individual Representing Business:

Cell Phone:

Email:

2. Is your business a licensed food service establishment based in the City of Owosso?

YES

NO

3. Will you be vending on city property?

YES

NO

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

4. Make/Model/Year of vending unit:

VIN:

5. Do you have a fryer?

YES

NO

6. Do you have a grill?

YES

NO

7. Do you have a griddle?

YES

NO

8. Do you have a broiler?

YES

NO

9. Do you have a grease interceptor?

YES

NO

10. How will you be disposing of grey water/untreated waste/grease laden waste?

11. 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?

12. 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:

13. Do you have a suppression system?

YES

NO

<i>If yes, please complete the following:</i>		
Who installed the suppression system?		
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 suppression system:		
14. Do you have fuel piping?		<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If yes, please complete the following:</i>		
What code/standard/year used in fuel piping?		
Who installed the fuel piping?		
What is the mechanical license number of the fuel piping installer?		
15. Please attach the following:		
• Fees	• Michigan Sales Tax License	• Copy of Special Transfer Food Unit (MDARD)
• Photo of Unit	• Copy of State issued photo ID for all employees working at the unit	• Copy of the most recent 3 rd party fire suppression inspection (if applicable)
• Copy of license from Shiawassee County Health Department		
16. Fee Schedule (non-refundable AND permits are valid for six (6) months)		
Location	May – October Fee	November – April Fee
• City-controlled property	\$300	\$200
• Non-city property	\$150	\$100
• Year-round city food service establishments on city-controlled property	\$250/year	
• Year-round city food service establishments not on city-controlled property	\$0/year	
17. Allow up to 10 days for City review		
18. Have you ever had any licenses required by this City or any other State or Municipal authority revoked, suspended, or denied within three (3) years immediately prior to the date of this application? YES/NO <i>If yes, state the circumstances of any such revocation, suspension or denial:</i>		
I, the Applicant, acknowledge that all of the above information is true and correct to the best of my knowledge		
I have read and agree to comply with the rules and regulations stipulated by the City of Owosso for Mobile Food Vending of the Owosso Code of Ordinances		
I agree to hold harmless the City of Owosso, its agents, employees and associates now and forever for any damages, injuries or loss, personal or property, which may result due to the business related activities on city property		
I as the proprietor of the mobile food vending truck/cart take full responsibility for myself and my employees at said location		

I understand it is my responsibility to make certain by business operations conform with all State and County Food Service codes and requirements.

Signature of Applicant

Printed Name

Date

19. FOR OFFICE USE ONLY

Date received:

Amount paid:

Department review:

Comments/Signature:

• Police/Fire Chief

• DPW/Engineering

• Building Department

Approved

Denied

Date license issued:

License #:

Approved by:

CHECKLIST FOR MOBILE FOOD VENDING UNIT LICENSEE

(Keep this checklist for your records)

Festivals/events take precedence over public parking lots. You MUST contact the festival/event coordinator to participate.	
1. Prominently display your license on your unit	
2. Allowed in commercially zoned districts on private property, City owned parks or City owned public parking lots (the following public parking lots are available): SEE MAP ON NEXT PAGE	
CITY HALL PARKING LOT ALLOW 2 UNITS	MAIN STREET PLAZA ALLOW 1 UNIT
PAYMASTER LOT ALLOW 1 UNIT	LOT #6 EXCHANGE/PARK STREET ALLOW 1 UNIT
3. Provide waste receptacles at the site of the unit and remove all litter/debris on a daily basis.	
4. Not allowed on a public street in a residentially or commercially zoned district unless prior approval has been obtained through a Traffic Control Order and City Council authorization.	
5. No flashing/blinking/strobe lights, all exterior lights over 60 watts shall contain opaque, hood shield or direct the illumination downward	
6. No loud music, amplification devices or “crying out” which causes a disruption or safety hazard	
7. Comply with the City’s Noise Ordinance, Sign Ordinance and all other City Ordinances	
8. Comply with all applicable federal, state and county regulations	
9. Allowed one (1) portable sign – height of four (4) feet and square footage of eight (8) feet per side , located within five feet of the unit; can’t be placed on sidewalk nor impede pedestrian and/or vehicle safety.	
10. A mobile food vendor may only operate between the hours of 7 a.m. and 2 a.m. IN CITY PARKS , the hours to operate are between 5 a.m. and 11 p.m.	
11. No Mobile Food Vending Unit may be left unattended for more than 2 hours on public property; and any Mobile Food Vending Unit not in operation shall be removed from public property between the hours of 2 a.m. and 7 a.m.	
12. 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.	
13. The use of an inverter generator (reduction in noise level) is required in the DDA District	



City of Owosso



Downtown Parking Lots for Mobile Food Vending Units

