

Mobile Food Vendor (Food Truck) Licensing

Mobile Food Vehicles (Food Trucks) are motorized vehicles engaged in the business of cooking, preparing and distributing food or beverage in public and private restricted spaces. Upon issuance of a license from the City Clerk's Office, Food Trucks may temporarily park upon a public street and engage in the service, sale or distribution of ready to eat food for individual portion service to the general public directly from the vehicle. This license is not for vehicles that move from place to place to dispense food and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks.

Frequently Asked Questions

Q: What is a Food Truck?

A: A **motorized vehicle** which may temporarily park upon a public street and engage in the cooking, preparation, service, sale or distribution of ready to eat food for individual portion service to the general public directly from the vehicle. Trailers or other non-motorized apparatus are not allowed

Q: Who needs a license to operate a Food Truck?

A: The registered owner of the Food Truck or the owner's agent or employee. City ordinance refers to this person as the "Mobile Food Vehicle Vendor."

Q: Is there a fee for Food Truck licenses?

A: Yes. There is an annual fee of \$500 per license.

Q: What is the license term?

A: Annual licenses begin on January 1st and expire on December 31st each year.

Q: Can I get a Food Truck license for a term that is less than one year?

A: No. Regardless of when you receive your license it will expire on December 31st. Licenses will not be issued for terms that expire prior to December 31st.

Q: Is there a limit to the number of Food Truck licenses that can be issued?

A: Yes. City ordinance limits the number of Food Truck licenses to 10 per year. Licenses are issued on a first come, first serve basis as complete applications are received. An application will not be considered complete until all required documents have been submitted and the license fee has been paid.

Q: If all 10 licenses have been issued, can my name be put on a waiting list?

A: No. The City Clerk's Office will not maintain a waiting list for Food Truck licenses. The current licenses will expire on December 31st. You would need to apply at that time for a license for the next year.

Q: How far in advance can I apply for a Food Truck license?

A: The City Clerk's Office will begin accepting Food Truck license applications on December 1st for the next license year.

Q: I want to operate my Food Truck only at events and festivals in the City. Do I need a Food Truck license?

A: No. Event sponsors who want to use public property for a public event must go through an approval process, which includes approval for food vendors. The City does not license individual vendors who participate in approved events. A Food Truck servicing an event on private property would essentially be operating as a catering business, and the City does not license or regulate caterers.

Q: I want to operate my Food Truck in a private parking lot or vacant lot. Do I need a Food Truck license?

A: No. A Food Truck license allows a vendor to park and operate on public streets. If you want to operate a Food Truck on private property, you will need a Temporary Use Permit from the Community Planning and Development Department (337-8044).

Q: I belong to a religious organization that wants to operate a Food Truck. Do we need a license?

A: Yes. It is unlawful for any person, including any religious, charitable or nonprofit organization, to operate a Food Truck without a license.

Q: My organization wants to give out food, free of charge, from a Food Truck. Do we need a license?

A: Yes. A license is required for any Food Truck engaged in the business of cooking, preparing and distributing food or beverage, *with or without charge*.

Q: Where can I park and operate my Food Truck?

A: The City Commission has identified the public areas where parking by Food Trucks is permitted. Within those areas, Food Trucks may park and operate on any public street, subject to the following restrictions: vendors may not park and operate Food Trucks on any state trunkline, within 150 feet of an existing, brick and mortar restaurant during the hours when such restaurant is open to the public for business, and within 500 feet of any fair, festival, special event or civic event that is licensed or sanctioned by the City unless the vendor has obtained permission from the event sponsor. In addition, the customer service area for mobile food vehicles must be on the side of the truck that faces a curb lawn or sidewalk when parked. No food service can be provided on the driving lane side of the truck. This restriction effectively eliminates the use of Food Trucks in angled parking spaces and on one side of one-way streets.

Q: Does the license fee cover the cost of renting parking spaces?

A: No. Food Truck vendors are responsible for reserving their own parking spaces and paying the rental fees or meter rates for those spaces. Food Truck vendors are responsible for complying with all parking regulations.

Licensing Requirements

To be considered for a Mobile Food Vendor License, the owner/operator must submit a complete application to the City Clerk's Office, which includes:

- a completed *Application for Mobile Food Vehicle License* form
- copies of all necessary licenses and permits issued by the Kalamazoo County Health Department
- proof of General Comprehensive Liability insurance with limits of no less than \$2 million Combined Single Limit coverage issued by an insurer licensed to do business in this state and which names the City and its agents, officials, and employees as an additional injured
- proof of Public Liability and Property Damage motor vehicle policy with limits of no less than \$1 million issued by an insurer licensed to do business in this State
- payment of the \$500 annual fee

Operational Regulations

Locations and Hours

A Mobile Food Vehicle License enables a Mobile Food Vehicle Vendor to temporarily park upon a public street and engage in the service, sale or distribution of ready to eat food for individual portion service to the general public directly from the vehicle.

No operator of a mobile food vehicle shall park, stand or move a vehicle and conduct business within areas of the city where the license holder has not been authorized to operate. The City Commission shall by resolution identify those streets and public areas where parking by mobile food vehicles is permitted. The issuance of a mobile food vehicle license does not grant or entitle the vendor to the exclusive use of any service route or parking space to the license holder.

The customer service area for mobile food vehicles shall be on the side of the truck that faces a curb lawn or sidewalk when parked. No food service shall be provided on the driving lane side of the truck.

Mobile food vehicles shall not be parked within 150 feet of an existing, brick and mortar restaurant during the hours when such restaurant is open to the public for business.

A vendor shall not operate a mobile food vehicle within 500 feet of any fair, festival, special event or civic event that is licensed or sanctioned by the City unless the vendor has obtained permission from the event sponsor.

Mobile food vehicles when parked on public streets shall be parked in conformance with all applicable parking restrictions, and shall not hinder the lawful parking or operation of other vehicles.

A mobile food vehicle shall not be parked on the street overnight or left unattended and unsecured at any time food is in the vehicle. Any mobile food vehicle found to be unattended shall be considered a public safety hazard and may be ticketed and impounded.

A vendor shall not operate on private property without first obtaining written consent to operate from the affected private property owner. A private property owner shall not permit parking by a mobile food vehicle until a special use permit has been obtained to allow for such use.

Customer Service and Dining Areas

The customer service area for mobile food vehicles shall be on the side of the truck that faces a curb lawn or sidewalk when parked. No food service shall be provided on the driving lane side of the truck. No food shall be prepared, sold, or displayed outside of mobile food vehicles. Customers shall be provided with single service articles such as plastic utensils and paper plates and a waste container for their disposal.

No mobile food vehicle vendor shall provide or allow any dining area within 10 feet of the mobile food vehicle, including but not limited to tables and chairs, booths, stools, benches or stand up counters.

Noise and Trash

No mobile food vehicle shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles shall meet the city noise ordinance, including generators. No loud music, other high-decibel sounds, horns, or amplified announcements are allowed.

All mobile food vehicle vendors shall offer a waste container for public use which the vendor shall empty at its own expense. All trash and garbage originating from the operation of mobile food vehicles shall be collected and disposed of off-site by the operators each day. Spills of food or food by-products shall be cleaned up, and no dumping of gray water on the streets is allowed.

Signage, Lights, and Awnings

Signage is only allowed when placed on mobile food vehicles. No separate free-standing signs are permitted.

No flashing or blinking lights, or strobe lights are allowed on mobile food vehicles or related signage when the vehicle is parked and engaged in serving customers. All exterior lights with over 60 watts shall contain opaque, hood shields to direct the illumination downward.

No mobile food vehicle shall use external signage, bollards, seating or other equipment not contained within the vehicle. When extended, awnings for mobile food vehicles shall have a minimum clearance of 7 feet between the ground level and the lowest point of the awning or support structure.

Utilities

Any power required for the mobile food vehicle located on a public way shall be self-contained and a mobile food vehicle shall not use utilities drawn from the public right-of-way. Mobile food vehicles on private property may use electrical power from the property being occupied or an adjacent property, but only when the property owner provides written consent to do so. All power sources must be self-contained. No power cable or equipment shall be extended at or across any City street, alley or sidewalk.

APPLICATION FOR MOBILE FOOD VEHICLE LICENSE

Pursuant to Chapter 25 of the Kalamazoo City Code

**City of Kalamazoo
Office of the City Clerk
241 West South Street
Kalamazoo, MI 49007**

(Please print or type)

APPLICANT INFORMATION

Business Name _____

Applicant's Name _____

Business Address _____ City _____ State _____

Zip Code _____ Telephone _____

Email Address _____ Mobile Phone _____

GENERAL BUSINESS DESCRIPTION

Please provide a general description of the food products to be offered and the preparation methods to be used (grilling, frying, hot beverage service, etc...). Please include a menu with this application, if available.

Food products: _____

Food preparation methods: _____

VEHICLE INFORMATION

Make _____ Model _____ Year _____

Length _____ Width _____ (Note: max size allowed is 36'L x 9'W)

Please describe your sources of power and fresh water and your plan for disposal of wastewater:

AREA OR LOCATION OF ACTIVITY

Please list the **streets** or **areas** of the city in which you plan to operate (for general information, not restrictive):

DATES AND TIMES OF ACTIVITY

Please indicate the **days** and **times** you expect to be operating (for general information, not restrictive):

Times

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____

ADDITIONAL DOCUMENTS REQUIRED

In order for this application to be complete, you must also submit the following documents:

_____ copies of all necessary licenses and permits issued by the Kalamazoo County Health Department

_____ *Check here if the Health Department has indicated a permit is not required for your type of food truck operation.*

_____ proof of General Comprehensive Liability insurance with limits of no less than \$2 million Combined Single Limit coverage issued by an insurer licensed to do business in this state and which names the City and its agents, officials, employees as an additional insured

_____ proof of Public Liability and Property Damage motor vehicle policy with limits of no less than \$1 million issued by an insurer licensed to do business in this State

I understand that the operation of Mobile Food Vehicles is regulated by Chapter 25, Article IV of the Kalamazoo City Code, and violations of these ordinances or any rules and regulations promulgated by the City for the operation of Mobile Food Vehicles shall be subject to a civil fine of \$250 per day. Once a license has been issued it may be revoked, suspended or not renewed by the City Clerk for failure to comply with the provisions of this ordinance and any rules or regulations promulgated by the City.

Applicant's Signature: _____ Date: _____



On-Street Parking Reservation Policy Description

The intent of the On-Street Parking Reservation Policy is to:

- Promote and enhance economic development within the community activities by working with the downtown community and non-profit groups to assist in holding their events.
- Co-ordinate efforts with the city to control the use of on-street spaces while maintaining a fair balance within the downtown community.
- Compensate for management of these reserved spaces and loss of revenue.

The use of on-street parking reservation is subject to approval by management of Central City Parking.

Examples of qualifying events are:

- Construction
- Movers
- School Bus
- Wedding
- Funeral
- Festival

Meter Bag Requests

Meter bag requests can be called into Central City Parking at (269)342-6383 or can be requested in person at our office located at 320 North Rose Street, Kalamazoo, MI 49001.

Payments

Payments for meter bag rentals must be made in advance. Payments can be mailed in or delivered in person to the office of Central City Parking.

Meter bag rental rates are as follows:

Private Sector/General Public		Non-Profit	
Daily	\$ 8.00	Daily	\$ 4.00
Monthly	\$ 90.00	Monthly	\$ 45.00
Quarterly	\$240.00	Quarterly	\$120.00
Semi-Annual	\$420.00	Semi-Annual	\$210.00
Annual	\$720.00	Annual	\$360.00