



MOBILE FOOD LICENSE APPLICATION

Application Date: _____

Non- Motorized Vendor Cart -OR- Motorized Vendor Truck

Select ONE: (full payment due at time of application – no refunds)

Annual License (January 1 through December 30) \$250.00

Seasonal License (May 1 through September 30) \$150.00

Special Event License (Events not lasting more than 3 consecutive days on one premise) \$75.00

Applicant must complete this section:

1. Full Name of Applicant: _____ Phone # of applicant: (____) _____

2. Address of Applicant: _____

3. Owner Name (if different from above) Person in Charge of Food Truck Sales: _____

4. Address of Owner: _____

5. Phone Number(s) of Owner: (____) _____ - _____ Owner Email: _____

6. Name of Food Truck/Business: _____

Food Truck Information:

Truck Owner Name: _____ WI Seller's Permit #: _____

Make / Model: _____ License Plate #: _____

VIN: _____ WI Health Cert #: _____

Insurance Carrier & Policy #: _____

Description of Food to be sold / Event date(s) / Proposed location(s): _____

(attach diagram of proposed location, as necessary)

Applicant must provide copies of the following with this Application:

- Driver's License (or other government issued photo ID)
- State of WI Seller's Permit *(unless tax-exempt, then show proof of exempt status)*
- State of Wisconsin Health Certificate
- Certificate of Insurance: General Liability of \$1,000,000 minimum, insuring the mobile food vendor and/or their company and naming the City of Janesville as an additional insured.
- Proof of Auto liability insurance.
- Copy of Vehicle Registration

Read Before Signing:

I certify that I have truthfully answered the above questions. Any inaccurate or untruthful answer may be grounds for invalidating any permit granted. Applicant understands that any activity engaged in is limited to the representations made on this application and by the provisions of City of Janesville Ordinance, Article VI, Chapter 12, Sec. 12-166.

Signature of Applicant: _____ Date: _____

City of Janesville – City Ordinance

ARTICLE VI. BUSINESS ON THE STREET

Sec. 12-166. Mobile food vendors; licensing; regulations.

License required. Every mobile food vending vehicle and non-motorized food vending cart in the City shall be licensed. No person shall operate, sell, vend from, use a mobile food vending vehicle, or cart, or otherwise engage in any activities regulated by this article unless the mobile vending vehicle or cart holds the appropriate and valid license from the City. Each owner in his, her or its name shall apply for, pay the fee for, and hold a mobile vending unit or cart license for each unit in the City prior to the use of such unit in the City.

Mobile food vending vehicle means a commercially manufactured, self-contained, motorized movable vehicle or trailer in which food is cooked, wrapped, packaged, processed, or portioned for services, sale, or distribution, including ice cream, custard, and other prepackaged frozen treats. Each motorized food vending vehicle shall be a licensed motor vehicle permitted to function as an operable motor vehicle within the State of Wisconsin. Mobile food vehicles do not include vehicles that are used solely to transport or deliver food, or a common carrier regulated by the state or federal government.

Non-motorized food vending cart means a pushcart or other non-motorized device which is on wheels and of sufficiently lightweight construction that it can be moved from place to place and from which only food, including ice cream, custard, and other prepackaged frozen treats, is sold, hereinafter referred to as cart.

Sec. 12-166(i) Mobile Food Vendors Insurance Requirement

- (i) **Insurance requirement.** Each licensee shall obtain, pay for and at all times maintain proof of and actual liability insurance coverage against personal injury, death, and property damage in an amount of not less than \$1,000,000.00 per person per incident and \$1,000,000.00 aggregate per incident. Such insurance shall name the City of Janesville and each and every one of the City's elected and appointed officials, officers, employees, agents, and representatives as additional or co-insureds. At the time of filing the initial and all renewal applications, and applicant shall provide a true and correct photocopy of a certificate of insurance and/or other proof of insurance for each mobile food vending vehicle and mobile food vending cart in the form required by the City Clerk.

For City Use:

Application Checklist: (attach payment receipt)

- Driver's License (or other government issued photo ID)
- State of WI Seller's Permit (*unless tax-exempt, then show proof of exempt status*)
- State of Wisconsin Health Certificate
- Certificate of Insurance: General Liability of \$1,000,000 minimum, insuring the mobile food vendor and/or their company and naming the City of Janesville as an additional insured.
- Proof of Auto liability insurance.
- Copy of Vehicle Registration

City Clerk-Treasurer:

Approved by: _____ Denied: Reason: _____

License Issued: # _____ Date: _____ Expires: _____