



# City of Dickinson Community Development

## Mobile Food Vendor/ Court Annual Permit Application

### Request Details

Mobile Food  Vendor  Court with \_\_\_\_\_ (number of) Vendors

**\*\* Each Vendor must have a separate valid yearly permit \*\***

### Property Information – Food Truck Stored

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

County Appraisal District No.: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Acres: \_\_\_\_\_ Floodplain: \_\_\_\_\_

### Property Owner Information – Food Truck Stored

Owner: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

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

### Property Information – Food Truck Operate

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

County Appraisal District No.: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Acres: \_\_\_\_\_ Floodplain: \_\_\_\_\_

### Property Owner Information – Food Truck Operate

Owner: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

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

**\*\* This permit must be renewed yearly prior to expiration \*\***

**Business Information (Operator)**

Type of Business: \_\_\_\_\_

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

Trade Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_  
*Last First M.I.*

Business Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

**Applicant / Agent Information**

Applicant: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

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

**\*\* Applicant address must be where the applicant permanently resides.  
If applicant is different than property owner, a *Notarized Agent Authorization* is required. \*\***

**Vendor Details**

Sales Tax Number: \_\_\_\_\_

Food Truck Details: \_\_\_\_\_  
*Year Make Model Color*

Description of attached signage: \_\_\_\_\_

Description of Product being Sold: \_\_\_\_\_

: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. By my signature, I hereby affirm that I am the **property owner** of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is **complete and accurate**, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's Fee Schedule. This (FEE) is **non-refundable** even in the event of application withdrawal. I have the power to authorize and hereby grant permission for **City of Dickinson Officials** to enter the property on official business as part of the application process.*

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

Printed Name: \_\_\_\_\_

## Mobile Food Vendor/ Court Permit Requirements Checklist

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete application. Applications that do not have these items will be rejected and returned to the applicant. Additional information regarding zoning is found in Chapter 8 – Licenses and Business Regulations.

- Application – complete with signature.
- Fees – The following fees have been adopted by City Council and are periodically changed. All fees are non-refundable. The zoning official, commission, or city council may require technical studies (engineering, noise, traffic, impact, etc.). The cost for these studies is borne by the applicant. Before submitting payment, please contact Community Development to confirm appropriate payment amount.
  - \$100.00 Application
- Applicant Identification: A copy of a valid identification issued by any government that includes a photograph of the applicant.
- Applicant Statement: A statement whether the applicant has ever been convicted of any felony or a misdemeanor involving theft, fraud, bribery, sexual offense or perjury, or has any unpaid civil judgements.
- Authorization for the City's police department to perform a criminal background check on the applicant.
- A photograph of the exterior and interior of the mobile food truck, concessions cart, or concession trailer
- Proof of motor vehicle insurance, current inspection and current registration
- If applicable, copy of permit to do business in the State for foreign companies;
- A copy of a valid registration certificate issued by the state for the mobile food truck, concessions cart, or concession trailer
- Authorization:
  - Ownership – submit county appraisal information verifying ownership. If county appraisal information is not correct, submit deed.
  - Agent Authorization – if you are an agent and not the property owner, submit a notarized statement from the owner naming you as agent for this application.
  - Signatory Authorization – if the property is owned by any entity or corporation and not an individual, submit Articles of Incorporation or other official documentation verifying signatory authorization.
  - Signed permission from all private property owners where the mobile food vending unit will be stationed.
- Sales Tax Permit – copy of valid sales tax permit.
- Applicant Identification – copy of a valid identification issued by any government that includes a photograph.
- Fire Inspection – must meet all building and fire codes adopted by the City of Dickinson.
- Proposed Floor Plan – Floor plan showing the location of the space inside to be occupied, including:
  - Total building square footage
  - Square footage of each area
  - Use of each area
  - Location of windows and doors
  - Occupant load
- Proposed Site Plan – Site plan showing the location of the space outside to be occupied with calculations and dimensions, including:
  - Fire lane
  - Parking - If multi-tenet use, parking plan must include all uses.
  - Lighting (Emergency and site lighting)



# City of Dickinson Community Development

## Mobile Food Vendor Additional Operation Locations

### Property Information – Food Truck Operate

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

County Appraisal District No.: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Acres: \_\_\_\_\_ Floodplain: \_\_\_\_\_

### Property Owner Information – Food Truck Operate

Owner: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

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

### Property Information – Food Truck Operate

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

County Appraisal District No.: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Acres: \_\_\_\_\_ Floodplain: \_\_\_\_\_

### Property Owner Information – Food Truck Operate

Owner: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

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