



MOBILE FOOD VENDOR/ FOOD TRUCK LICENSE APPLICATION

City of Janesville
101 N Mott Street, Janesville, MN 56048
507-234-5110

APPLICATION MUST BE RECEIVED 14 BUSINESS DAYS PRIOR TO CONDUCTING BUSINESS

Type of License Requested: _____ Daily (\$25/day) _____ Annual (\$300)

Name of Business: _____

APPLICANT:

Full Legal Name

Permanent Address

Phone Number

Mailing Address

DOB: _____

Email: _____

MANAGER:

Full Legal Name

Mailing Address

Phone Number

DOB: _____

Email: _____

Name and Contact Information of Commercial Food Supply Sources:

Brief physical description of the mobile food cart or vehicle, which may include physical layout plan and dimensions, photos, equipment types, manufacture and model numbers, axle weight, license plate numbers, and Vehicle Identification Numbers:

Information regarding water supply, fuel supply, and waste disposal: _____

Physical address or description of property where licensee will be conducting business in regards to this license with **written permission from the property owner**.

Have you been convicted within the last five (5) years of a felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute, local ordinance, other than traffic offenses? _____ YES _____ NO

Have you had a Mobile Food Cart, Mobile Food Vehicle, Peddler, Solicitor, or Transient Merchant License revoked within the last five (5) years? _____ YES _____ NO

Date(s) and location business is to be conducted (max 14 days in one location)

1. _____ 2. _____
3. _____ 4. _____

Insurance Requirements: Must provide Certificate of Insurance with commercial general liability insurance policy for mobile food cart/vehicle operations in an amount no less than \$100,00 per individual, \$500,000 per single incident, and \$100,000 for property damage occurring in any year.

- Attach a photocopy of valid state Driver's License or ID card.
- Attach proof of a Food Handler's Permit, MN Department of Health Permit, and any other state or county licenses required.

Mobile Food Cart and Vehicle Rules:

(Each rule must be read and initialed to signify vendor understanding and agreement)

_____ License must be obtained by filling out an application, providing Certificate of Liability Insurance, and obtaining any additional State or County licenses. Fees are due at the time application is made.

_____ No license issued under this ordinance shall be transferred to any person other than the person to whom the license was issued.

_____ It is prohibited to discard waste, liquids, garbage, litter, or refuse on City sidewalks, streets, or lawn areas, or in City drains or trash receptacles. Licensee shall be responsible for all litter and garbage left by customer.

_____ The use of utilities from public property and rights-of-way without written permission from the City is prohibited.

_____ Commercial private property parking areas are the preferred location for any mobile food unit operating within City limits.

_____ The use of utilities from private property is prohibited without written permission of the private property owner.

_____ Vendor shall be operated in strict compliance with the laws, rules, and regulations of the United States, State of Minnesota, County of Waseca, and City of Janesville.

_____ Vendor shall abide by all public parking regulations.

_____ Vendor shall provide at least one waste container clearly designated for customer use.

_____ Licensee shall collect and remit applicable Minnesota and City sales tax.

_____ Licensee may not operate more than 14 consecutive days in any one location.

_____ Mobile food vendors may not operate or travel through or on other City trails or parks unless the licensee obtains specific written permission from the City of Janesville.

_____ Mobile food vendors may not operate or travel on public sidewalks.

_____ Mobile food vendors may not operate in city-owned parking lots except those parking lots adjacent to or inside of a city park.

_____ Mobile food vendors are prohibited from obstructing the ingress or egress from commercial buildings during building hours of operation.

_____ Mobile food vendors may not operate or travel on private property unless written permission is obtained from the private property owner.

_____ Mobile food vendors may not operate within forty (40) feet from the public entrance to any restaurant and/or any portion of a restaurant's outdoor dining area during that restaurant's hours of operation unless the licensee obtains written permission from the restaurant owner or manager; 40 feet measured in a straight line of constant elevation.

_____ Mobile food vendors may operate in conjunction with a community event or parade, if the licensee obtains written permission from the City and permit holder of that community event or parade.

At the time of submission of this application a \$15.00 non-refundable background check fee shall be paid to the City of Janesville. The undersigned hereby certifies that the information given above is true and correct to the best of his/her knowledge and belief.

Applicant

Date

Title

**** Please note: No person shall conduct business as a peddler, solicitor or transient merchant within the City limits without first having obtained the appropriate license from the county as required by M.S. Chapter 329 as it may be amended from time to time.**

____ Approved

____ Denied

Reason for denial: _____

Clinton Rogers
City Administrator

Steven Johnson
Police Chief

INFORMED CONSENT CRIMINAL BACKGROUND CHECK

A search of the Janesville Police Department, Waseca County Sheriff's Office, Minnesota State Criminal Records, other state records repositories, and/or Federal Bureau of Investigation's Criminal Justice Information files will be performed on you, pursuant with the Mobile Food Vendor/Food Truck License Application to which you are applying. If you do not agree to sign this form, you will not be eligible to be accepted to operate within the City of Janesville. By signing this form, you are allowing:

City of Janesville *Mobile Food Vendor/Food Truck*

To any criminal data maintained in those files which applies under MN statutes and Janesville City Ordinance.

****A fee of \$15.00 will be charged for this process and a copy of your Driver's License is required****

1. You have the right to be informed that **City of Janesville** is requesting a criminal background check to determine if you have been convicted of a crime specified in MSA 299C.67
2. You have the right to be informed by **City of Janesville** of the results of a criminal background check and to obtain a copy of the results from **City of Janesville**.
3. You have a right to obtain from the Janesville Police Department, Waseca County Sheriff's Office, and/or the MN Bureau of Criminal Apprehension, any records that form the basis for the report obtained by **City of Janesville**.
4. You have the right to challenge the accuracy and completeness of information contained in the report or record under MSA13.04(4).
5. You have the right to be informed by **City of Janesville** if your acceptance to conduct business has been denied because of the results of this background check.

Applicant Information – please print clearly:

Last Name First Name Middle Name Date of Birth

Have you ever been known by another name? (Maiden, Birth, Nickname, Alias, etc.) Yes _____ No _____

If yes, list all _____

Current Address _____ (No P.O. Box)

City _____ State _____ Zip _____ County _____

Telephone Number _____

Gender: Male _____ Female _____

Social Security # _____

Have you lived in Minnesota for the past ten years? Yes _____ No _____

List prior address if different than current address: _____

Driver's License Number: _____ State _____

I certify and acknowledge that all statements and information provided above are accurate and true to the best of my knowledge and understanding that providing false or incomplete information regarding the above background will remove me from eligibility to be accepted to conduct business in the City of Janesville. A search of the above record agencies will be performed on you. By signing this form, you are allowing the City of Janesville/Janesville Police Department to access any criminal data maintained in these files. I also understand that I will be charged any fees listed above for conducting this background check. **This release will be effective for ONE (1) year from date signed.**

Date _____ Signed _____