



**Included in this packet:**

1. List of Required Submittals
2. Application Form
3. Information Sheet
4. Downtown Map

**Growth Management  
Department**

**Lake City Fire  
Department**

[www.lcfla.com](http://www.lcfla.com)

City of Lake City  
205 N Marion Ave  
Lake City, FL 32055  
386 - 719-5750

*Created: 8-1-19*

## **MOBILE FOOD TRUCKS AND/OR TRAILERS**

**Only complete applications will be accepted:**

- Completed application form
- Application fee (\$75.00 first year, \$50.00 annual renewal fee)
- City of Lake City Business License (\$30.00 annually with no seating)
- Department of Business and Professional Regulation  
Division of Hotels and Restaurants, or Florida Department of  
Agriculture, "License" for mobile vending
- Proof of Insurance
- Photographs of the mobile food truck and/or Trailer depicting all  
sides of the vehicle (for new applications)
- Vehicle Identification Number (VIN)

### **Supplemental Information**

- Visit <http://www.myfloridalicense.com/dbpr/hr/index.html> for the most current regulations from Florida Division of Hotels and Restaurants.
- Visit <http://www.freshfromflorida.com/Divisions-Offices/Food-Safety> for the most current regulations from Florida Division of Food Safety (Agriculture).

**Note:** Obtaining an annual mobile food truck permit does not exempt the holder from complying with all requirements of City Code Chapter 26, Section VIII

These regulations exclude a contractual or other private arrangement between a mobile food truck and an individual or group that wishes to have food catered to a specific location and which is not open to the public.

Completeness review by city staff: \_\_\_\_\_



# MOBILE FOOD TRUCKS AND/OR TRAILERS

Application No. \_\_\_\_\_

All applications are to be filled out completely and correctly. The application shall be submitted to the City of Lake City's Growth Management Department, located on the 1st floor of the City Hall, 205 North Marion Ave, Lake City, Florida.

GENERAL INFORMATION	
Name of Applicant:	
Street Address:	
City, State, Zip:	
Telephone No:	
Email Address:	
Website:	
VEHICLE INFORMATION	
Business Name:	
Vehicle Identification Number (VIN):	
State License, No. for Mobile Food Dispensing Unit:	
State License, Date Issued:	
State License, Expiration Date:	
REQUEST	
To operate on private property:	<input type="checkbox"/> Yes <input type="checkbox"/> No
To operate on public rights-of-way:	<input type="checkbox"/> Yes <input type="checkbox"/> No (Prior permission from City Manager Required)

## AUTHORIZATION

By signing this application, the applicant affirms that all information contained within this application packet has been read and that the information on this application is accurate. The applicant certifies that he/she has read City Code Section 26, Article VIII regulating the operation of mobile food trucks and/or trailers and understand that issuance of an annual mobile food truck and/or trailer permit does not exempt the holder from complying with all requirements of the City Code. Filing an application does not guarantee approval.

**NOTES:** 1) It is incumbent upon the applicant to submit correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your approval.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICIAL USE ONLY		
PRE-APPROVED	TYPE OF TRUCK/TRAILER	FINAL APPROVAL
Requires Pre-Approval Authorization	Class I Mobile Kitchen	Requires Final Approval STAMP
	Class II Canteen	

### **The Application:**

- **State License:** A copy of the state permit for a mobile food dispensing vehicle is required and must be approved prior to approval to vend in the City of Lake City.
- **Insurance:** Include a certificate of insurance demonstrating the following:
  - **Commercial General Liability** – Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products, \$1,000,000 each Occurrence, \$1,000,000 Fire Damage Liability, and \$1,000,000 Medical Expense; and **Automobile Liability** - Coverage must be afforded including coverage for Bodily Injury and Property Damage of not less than \$1,000,000 combined single limit each accident. Proof of Workers Compensation as required by Florida law (if more than 3 employees).
- **Business Tax:** A separate City of Lake City Business Tax License is required for each mobile food truck and/or trailer and must be obtained as part of the permit process.

### **The Permit/Fees:**

- The permit fee is \$75 for the first year and
- \$50 for annual renewals of existing permits.
- The annual Business Tax License fee is \$30 with no seating.
- Permits and Business Licenses shall expire at the end of the fiscal year for which they are issued (September 30<sup>th</sup>).

### **The Truck (or Trailer):**

- A mobile food truck and/or trailer is a vehicle which is used to vend food and beverage products and is classified as one of the following:
  - o **Class I—Mobile kitchens.** In addition to the vending of products allowed for class II and class III mobile food trucks and/or trailers, these vehicles may cook, prepare and assemble food items on or in the unit and serve a full menu.
  - o **Class II—Canteen Vehicles.** These vehicles vend fruits, vegetables, hot dogs, pre-cooked foods, pre-packaged foods and pre-packaged drinks. No preparation or assembly of foods or beverages may take place on or in the vehicle, however, the heating of pre-cooked foods is allowed. A cooking apparatus or grill top for the heating of pre-cooked foods is permitted so long as it complies with state regulations. These vehicles are limited to providing catering services to employees at a specific location and do not advertise for customers, except as may be allowed by a City issued permit.

### o **The Locations:**

- Vending on private property may occur with the property owner's written consent on properties located within commercial zoning districts which are Central Business District (C-CBD), Commercial General (CG), Commercial Intensive (CI), Commercial Highway Interchange (CHI), Industrial, Light and Warehousing (ILW) and Industrial (I).
- To check the zoning designation of a property, contact Growth Management at (386) 719-5750 or by e-mail at [growthmanagement@lcfcla.com](mailto:growthmanagement@lcfcla.com).
- On private property mobile food trucks/trailers can operate a maximum of two days per calendar week. A food truck and/or trailer may operate 7 days a week at different locations, but one location may only host a food truck and/or trailer up to two days per week. Extended time periods may be allowed with City Manager permission.
- In all zoning districts mobile food truck and/or trailer vending in the street (right-of-way) is prohibited without City Manager permission.
- Mobile vending is not allowed on city park land (except as part of an approved special event).
- Operation of a food truck and/or trailer is prohibited on vacant and undeveloped property except during city authorized special events.
- No more than two mobile food trucks and/or trailers shall operate on any property at any one time, except as may be allowed by a City issued permit (such as a Food Truck Rally permit).
- A site plan for each proposed operation site, drawn to scale, depicting the following information:

- (i) Total square footage of the property.
- (ii) Location and square footage of the existing principal and accessory use(s), where applicable.
- (iii) Proposed location for the mobile food truck and/or trailer.
- (iv) Location of ingress/egress to the site.
- (v) Table demonstrating the minimum setbacks in compliance with the underlying zoning district.
- (vi) Location of any brick and mortar restaurant on the same property within 15 feet of proposed mobile food truck and/or trailer location. A 75-foot separation distance is required from all brick and mortar restaurants not located on same property.

(For multiple locations during the course of your license, a separate site plan shall be required to be submitted for each site for approval.)

**Operation:**

- When approved to vend in the street (right-of-way) a Class I mobile food truck and/or trailer may stop, stand or park in any area of the right-of-way not provided for vehicular travel (e.g. parking spaces). Food trucks and/or trailers may not block travel lanes.
- Open flame cooking is prohibited.
- No tables, chairs or other furniture or equipment (other than the mobile food truck and/or trailer) shall be placed in the street (right of way).
- When seating and/or tables are provided, restroom facilities shall be provided.
- Proof shall be provided for the disposing or emptying of holding tanks of the waste water (whether collected by company or discharged at approved location).

## **FIRE DEPARTMENT REQUIREMENTS**

- NFPA 1 Chapter 50-2.1.9\* states that cooking equipment used in fixed, mobile or temporary concessions such as vans, trucks, buses, trailers, pavilions, tents or any form of roofed enclosure, **shall comply** with the requirements of NFPA 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations). Also, please be sure that your Class "K" Fire Extinguisher (required if cooking grease laden vapors) and your 5 lb. ABC Fire Extinguisher (required for all concessions) have their annual inspection tag affixed to show proof of annual required inspection. When operating your concession in the City of Lake City County, Florida, at any event, you **shall** satisfy the above code if you are cooking with any animal fat or any food that produces grease laden vapors.



