



MOBILE FOOD VENDOR
APPLICATION

Please include the following items with your application in order for it to be approved:

- Current valid photo ID of Mobile Food Vendor operator
- Photographs of the Mobile Food Unit (front, side, and back)
- Property owner's consent (letter, email, phone call to administration office)
- Copy of State of Iowa Inspection Certificate
- Self-Inspection Form, if applicable
- Proof of Insurance

1. BUSINESS INFORMATION:

BUSINESS NAME: _____ **FEIN #:** _____

BUSINESS ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____

EMAIL: _____

2. MOBILE FOOD UNIT:

MAKE: _____ **MODEL:** _____ **YEAR:** _____

OVERALL SIZE/LENGTH: _____ **WIDTH:** _____ **PLATE :** _____

DESCRIPTION OF KITCHEN FACILITIES, COOKING FACILITIES, PREPARATION AREA, SAFETY FEATURES (SUPPRESSION SYSTEMS, ETC) OF THE MOBILE FOOD UNIT: _____

3. **LOCATION(S) OF MOBILE FOOD UNIT:**

*One-year permits do not restrict to one location, however, additional locations must have consent each date and time.

LOCATION NAME/ADDRESS: _____

DATE(S): _____ **HOURS SERVING:** _____

*If multiple dates/locations please attach list of dates and times.

Mobile units are not allowed to operate on public right-of-way or on public property unless part of a special event. Mobile food units are only allowed on residential properties in the case of a block party or private catering event approved by the city. Units may not be parked on sidewalks.

CONSENT INCLUDED ___ YES ___ NO **CONTACT NAME FOR CONSENT:** _____

PHONE OR EMAIL FOR CONSENT CONTACT: _____

4. **STATE OF IOWA INSPECTION CERTIFICATE:**

IOWA DEPARTMENT OF INSPECTION AND APPEALS INSPECTION CERTIFICATE #: _____

STATE OF IOWA LICENSE LEVEL CLASSIFICATION (CHECK ONE, IF APPLICABLE):

___ **CLASS I:** Non-refrigerated vending units that serve only intact, non-potentially hazardous commercially pre-packaged food and beverages.

___ **CLASS II:** Refrigerated or hot vending units that serve potentially and non-potentially hazardous commercially pre-packaged foods from an approved source. No cooking is allowed as part of a Class II unit.

___ **CLASS III:** Vendors that serve potentially and non-potentially hazardous packaged food and unpackaged food with limited assembly. These vendors are limited to pre-cooked foods from an approved source that may be reheated to the unit.

___ **CLASS IV:** Vendors that serve potentially and non-potentially hazardous foods that are prepared, cooked, cooled, or reheated and assembled on the unit.

5. **FIRE INSPECTION – APPLICABLE TO CLASS II AND CLASS IV STATE LICENSE UNITS ONLY:**

All mobile food units that have cooking facilities or use products with grease laden vapors (Class III and Class IV State License) shall submit the self-inspection form prior to initiation of business operations within the City. Inspections are required annually and prior to issuance of a Mobile Food Vendor Permit. Class I and II State License classifications are not required to meet the inspection requirement.

6. **CRIMINAL HISTORY:**

HAS THE APPLICANT BEEN CONVICTED OF A FELONY WITHIN THE FIVE (5) YEARS IMMEDIATELY PRECEDING THE DATE OF THE APPLICATION OR VIOLATED ANY LAWS OR ORDINANCE RELATING TO THE SAME OR SIMILAR BUSINESS PROPOSED TO BE CONDUCTED BY THE APPLICANT, THE NATURE OF SUCH OFFENSE AND THE PUNISHMENT THEREFORE? ___ YES ___ NO

IF YES, PLEASE EXPLAIN WHEN AND WHY: _____

7. **PERMIT FEE PAID:**

_____ **ONE-DAY: \$50.00 (DATE: __/__/__)**

_____ **ONE-WEEK (7-DAYS): \$100.00 (WEEK DATES: __/__/__ to __/__/__)**

_____ **ONE-MONTH (30-DAY): \$125.00 (MONTH DATES: __/__/__ to __/__/__)**

_____ **ONE-YEAR (365-DAYS): \$250.00 (YEAR DATES: __/__/__ to __/__/__)**

I hereby certify the above statements are true and correct, to the best of my knowledge, and that false statement(s) may be grounds for denial of this application or any resulting permit. It is understood that the activities related to mobile food vending shall comply with all applicable city ordinances, including but not limited to the City of Waverly code section 53.14 "Mobile Food Vendor."

APPLICANT SIGNATURE: _____ **DATE:** _____

APPROVED BY THE CITY OF WAVERLY REPRESENTATIVES:

CITY ADMINISTRATOR: _____ **DATE:** _____

For Office Use Only
ROUTING:

Accounting Dept for Receipt ____

File/Scan ____

Copy & Receipt to Applicant ____



MOBILE FOOD VENDOR
VEHICLE SELF-INSPECTION

To complete the city permit process, all Class III and IV Mobile Food Vendors must complete this form with a Mobile Food Vendor application.

The following shall apply to any Mobile Vendors who sell food other than prepackaged items that do not require hot or cold handling procedures within the City of Waverly.

REQUIREMENTS:

EXHAUST HOOD: a type I hood (with fire suppression system) shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors. Commercial kitchen exhaust hoods shall comply with the requirements of the International Mechanical Code.

- **MAINTENANCE.** Hoods shall be inspected, tested, and maintained in accordance with IFC 2015 section 609.2.
- **INSPECTIONS AND TESTS.** kitchen hood extinguishing systems shall be inspected and tested at least every six (6) months by a State of Iowa licensed fire protection contractor.

FIRE EXTINGUISHERS: In accordance with IFC, Edition 2015, Section 904.12.5, an approved 2a:20b:c rated dry chemical fire extinguisher shall be provided on or within the mobile vendor vehicle or trailer. An approved Class K rated fire extinguisher shall be provided within 30 feet (9,144 mm) of cooking operations involving solid fuels or vegetable or animal oils and fats.

LIQUEFIED PETROLEUM GAS (LP-GAS): LP-gas shall be in accordance with NFPA 58, 2015 Edition, Section 6.24.

- **MAXIMUM NUMBER AND QUANTITY.** A maximum of two LP-gas containers with a total aggregate water capacity of 50 gallons (190 l) is permitted at one mobile vendor.
- **LP-GAS CYLINDER HOSES.** Hoses shall be designed for a working pressure of 350 psig (2,413 kPa) with a safety factor of 5 to 1 and shall be continuously marked with LP-gas, propane, 350 psi working pressure, and the manufacturer's name or trademark. Hose assemblies, after the application of couplings, shall have a design capability of 700 psig (4,826 kPa). Hose assemblies shall be leak tested at the time of installation at not less the operating pressure of the system in which they are installed.

LOCATION: Mobile food vehicles shall not be located within 15 feet of buildings, tents, canopies, or membrane structures.

INSPECTION: All mobile vendors who sell food other than prepackaged items that do not require hot or cold handling procedures shall be required to have a fire inspection as part of the licensing process.

CHECK THE FOLLOWING:

- EXHAUST HOOD TYPE I (REFERENCE; 2018 IFC SECTION 607.2)
- FILTERS ARE PRESENT AND CLEAN
- FIRE EXTINGUISHING SYSTEM IS PRESENT
- FIRE EXTINGUISHERS (REFERENCE; 2018 IFC SECTION 906.4)
- 2A:20BC (MINIMUM SIZE IS PRESENT)
- CLASS K (IS PRESENT AND ACCESSIBLE)
- LP SYSTEM (REFERENCE; NFPA 58, 2014 EDITION, SECTION 6.24)
- TANKS (MAX. 2 AND TOTAL OF 50 GALLONS)
- TANK IS MOUNTED SECURELY
- LP SHUTOFF VALVE READILY ACCESSIBLE
- IF TANK IS INSIDE, MUST BE A VAPOR TIGHT CABINET
- REGULATORS (PROTECTED FROM DAMAGE)
- HOSES RATED FOR 350PSI MARKED LP GAS (PROPANE)
- FIXED PIPING:
 - SECURELY FASTENED
 - RUBBER GROMMETS AT PASS THROUGH POINTS
 - EGRESS (TWO WAYS OUT OF THE FOOD TRUCK)
- GENERAL HOUSEKEEPING/ STORAGE (TRUCK IS CLEAN AND FREE FROM ACCUMULATION OF TRASH AND COMBUSTIBLES)

Based on the inspection completed above, the mobile food truck referenced in the information above **does / does not** (circle one) demonstrate substantial compliance with the adopted codes, standards and policies.

VENDOR NAME (PRINT): _____

SIGNATURE: _____ **DATE:** _____

