



# Steps to Obtain a Mobile Food Unit Permit / Registration

Mobile food unit operators (food truck or food cart) must register with the City to conduct business at special events or private parties. Below are the details to register and obtain a permit. For additional questions call 440-933-8305.

1. Fill-out this Mobile Food Unit Permit/Registration. Once completed email it to [FirePrevention@avonlakefire.org](mailto:FirePrevention@avonlakefire.org), mail to, or drop-off at Avon Lake Fire Department, 32811 Walker Road.
2. Scan or copy and include with the form: 1) certificate of insurance evidencing commercial liability coverage in the minimum amount of one million dollars (\$1,000,000); 2) mobile food operator's license; 3) certification of gas testing (if propane use applies); and 4) vendor's permit (if any items being sold are considered taxable). If there is more than one unit or truck involved, each original license must be presented.
3. Pay \$25 for the first unit (vehicle) and \$5 for each additional unit when submitting the documentation at the Fire Department. Payment may be made by check or cash; mailed or dropped-off at the Fire Department (we cannot accept online payments at this time).
5. A copy of the completed application will be recorded with the Fire Department to refer to when performing inspections.
4. The Mobile Food Unit Permit expires on the same date as their Mobile Food License issued by their perspective County Health Agency.

The Code passed by Council on 7-8-2019, Chapter 856, Regulation of Mobile Food Vehicles

The permit holder must notify the Avon Lake Fire Department in writing one week in advance of all times and locations within the City at which food or beverage will be dispensed from the mobile food unit. To do so send an email to [FirePrevention@avonlakefire.org](mailto:FirePrevention@avonlakefire.org)



# Mobile Food Unit Permit/Registration

To complete the form, download it and fill in the PDF or print.

## MOBILE FOOD UNIT

Owner \_\_\_\_\_

If owner is not a natural person, the names and addresses of its principals and their relationships to owner:

\_\_\_\_\_  
\_\_\_\_\_

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

Address \_\_\_\_\_

(Number) (Street)

(City)

(State)

(Zip Code)

Phone \_\_\_\_\_

Email \_\_\_\_\_

## OPERATOR

Name \_\_\_\_\_

Address \_\_\_\_\_

(Number) (Street)

(City)

(State)

(Zip Code)

Phone \_\_\_\_\_

Email \_\_\_\_\_

# VEHICLE IDENTIFICATION

_____ VIN	_____ VIN	_____ VIN	_____ VIN
_____ License No.	_____ License No.	_____ License No.	_____ License No.
_____ Make	_____ Make	_____ Make	_____ Make
_____ Model	_____ Model	_____ Model	_____ Model
_____ Year	_____ Year	_____ Year	_____ Year

Types of food and beverage to be dispensed from the Mobile Food Unit

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**Do not mail original copies.**

- A certificate of insurance evidencing commercial general liability coverage in the minimum amount of one million dollars (\$1,000,000.00) must be attached.
- Mobile Food Operators License - copy both sides - one per truck.
- Certification of gas testing/drop down test from certified testing company (i.e., Gas House, Neff Bros., etc.) - one per truck.
- Vendors Permit - if selling any taxable items (i.e., soda, sport drinks, sweetened water) - one per truck.

Complete this form and send it, with the supporting documents, via email to [FirePrevention@avonlakefire.org](mailto:FirePrevention@avonlakefire.org): or mail/drop-off at Avon Lake Fire Department, 32811 Walker Road, Avon Lake. If you have any questions regarding the application, please call the Fire Department at 440-933-8305.

The undersigned certifies that he or she has read Chapter 856 of the City's Codified Ordinances, which governs mobile food vehicles.

Mobile Food Units shall comply with current regulations of Ohio Fire Code regarding Mobile Food Units.

The permit holder must notify the City Fire Department in writing at least one week in advance of all times and locations within the City at which food or beverages will be dispensed from the mobile food Unit. Send the notification to FirePrevention@avonlakefire.org.

By submitting this application, the owner and operator give their consent to have the City Fire Department inspect the mobile food unit as often as the Fire Chief may deem necessary.

**A MOBILE FOOD UNIT PERMIT EXPIRES ON THE SAME DATE AS THE MOBILE FOOD LICENSE ISSUED BY THE PERSPECTIVE COUNTY HEALTH AGENCY**

## APPLICANT

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

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

Title \_\_\_\_\_