

## FOOD TRUCK PERMIT APPLICATION

Name of applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Day time phone number: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Contact Person E-Mail: \_\_\_\_\_

Are you representing a Charitable or Religious Organization? \_\_\_\_\_

Permit length: ☐ 30-Day (\$100) ☐ 3-Month (\$150) ☐ 6-Month(\$300) ☐ Other (Call Office)

Name and address of all individual workers:

Type of Food Served: \_\_\_\_\_

Sponsor Business and Address: \_\_\_\_\_

Fire Inspection Department and Date: \_\_\_\_\_

Liability Insurance Provider and date of Expiration Date:

\_\_\_\_\_

List the names of the last five (5) municipalities in which such business was previously conducted and the dates of same:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the specific dates and hours each day when solicitation is proposed to be conducted within the Village:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vehicle Information (VIN, make, model, color, etc.) and license plate numbers and state which issued:

\_\_\_\_\_

\_\_\_\_\_

## **Permit Application Checklist: You must attach all the following documentation for application review and approval**

- ☐ Completed Application Form
- ☐ Copy of Current Liability Insurance
- ☐ Site Plan Drawing of Set Up Location
- ☐ Copies of ALL Licenses and Permits issued by the Van Buren County Health Department and/or the State of Michigan. Mobile Food Facility Permit, Public Health Permit, Food Seller's Permit, Employee Health Permit (also known as a Food Handlers License)
- ☐ Copies of the applicant's state-issued Michigan Sales Tax License
- ☐ Copies of the applicant's Fire Inspection Documents/Permits
- ☐ Payment for Permit must be in Cash, Check or Money Order Made out to "Village of Mattawan" and delivered in person or by mail to 24221 Front Ave. Mattawan, MI 49071

**APPLICATION AND ALL REQUIRED DOCUMENTATION MUST BE RECEIVED A MINIMUM OF ONE WEEK PRIOR TO THE EVENT TO ALLOW TIME FOR PROCESSING AND APPROVAL. SHOULD ANY REQUIRED DOCUMENTATION NOT BE SUBMITTED AT TIME OF APPLICATION THE PERMIT WILL NOT BE APPROVED.**

I acknowledge I have received a copy of the Village of Mattawan Food Truck Ordinance No. 0527-2025 and have complied with all necessary requirements and have attached all necessary documents.

I understand, there will be a site inspection will take place by the Mattawan Police Department after set up is complete and before serving begins. Should any violations of the Food Truck Ordinance be found, either violation must be immediately remedied, or no serving will be allowed to take place. Violation of this ordinance shall be a municipal civil infraction, punishable by a fine of \$250.

I understand and agree that a violation of this ordinance creates a public nuisance that the Village shall be entitled to enforce by seeking injunctive relief or any other remedy allowed by law.

I understand and agree to holding the Village, its employees, officers, and agents harmless and indemnifying the Village, its employees, officers and agents for any claim based on the use of the Mobile Food Provider.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Application Received By \_\_\_\_\_

Date \_\_\_\_\_

## FOR OFFICE USE ONLY

*Documents Received:* ☐ *Tax* ☐ *Ins.* ☐ *Licenses* ☐ *Fire* ☐ *Payment*

*Received By Initials:* \_\_\_\_\_ *Amt:* \_\_\_\_\_

*Date Received:* \_\_\_\_\_ *CK#:* \_\_\_\_\_

*Application approved?* ☐ *NO* ☐ *YES* *Date:* \_\_\_\_\_ ☐ *30Dy* ☐ *3Mth* ☐ *6Mth* ☐ *Oth*

*Statement of Manager/Clerk:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Signature* \_\_\_\_\_

*Village Manager*

*Signature* \_\_\_\_\_

*Village Clerk*