



Dear Mobile Food Vendor:

Subject: Application for Mobile Food Vending License

Thank you for your interest in adding to our community!

Enclosed is a Mobile Food Vending License Application packet which must be completed in its entirety in order to obtain a Mobile Food Vending License. A separate application is required for each Mobile Food Vending Unit. Please familiarize yourself with, and adhere to both the enclosed *Guidelines for Mobile Food Vending* and the Traverse City Code of Ordinances Chapter 865 Mobile Food Vending which can be viewed in its entirety at https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTEIGHTBURETACO_TITWOBURE_CH865MOFOVE.

Please refer to the enclosed *Checklist for Mobile Food Vending License* for the required documentation for submission with your application. Once your application and all required documents have been received, the City Clerk's Office will obtain approvals from the appropriate departments and agencies. Once all required departments and agencies have approved your request, the City Clerk's Office will issue you a formal **Mobile Food Vending License**. You must have this license in your possession, and it must be prominently displayed on the Mobile Food Vending Unit in order to operate in the City of Traverse City.

We hope this information is helpful! The City of Traverse City looks forward to working with you to compliment the living experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk's Office at (231) 922-4480 or contact Katy Garavaglia, Administrative Specialist, at kgaravaglia@traversecitymi.gov.

Most Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin C. Marentette".

Benjamin C. Marentette, CMC
City Clerk

Where, on the unit, will the cooking fuel be located? _____

How much cooking fuel will be located on the unit? _____

Do you have an exhaust hood? ____ Yes ____ No

If yes, please complete the following:

Who installed the hood? _____

What is the address of the installer? _____

What is the code/standard/year used in design of the hood? _____

What is the mechanical license number? _____

Do you have a suppression system? ____ Yes ____ No

If yes, please complete the following:

Who installed the suppression system? _____

What is the address of the installer? _____

What is the code/standard/year used in design of the hood? _____

What is the mechanical license number? _____

Do you have fuel piping? ____ Yes ____ No

What code/standard/year used in fuel piping? _____

Who installed the fuel piping? _____

What is the mechanical license number of the fuel piping installer? _____

Please attach the following:

- _____ Fee (fees outlined on the next page)
- _____ Michigan Sales Tax License – or slip from Michigan Department of Treasury
- _____ Copy of Special Transfer Food Unit
- _____ Photograph of the mobile food vending unit
- _____ Copy of State issued photo ID for all employees working at the mobile food vending unit

Fee Schedule:

Please attach the appropriate fee with your application so it may be processed. (Fee is non-refundable once a permit has been issued by the City Clerk's Office; permits are valid for one year from the date of issuance.) Please submit only one fee.

- \$1,225 – if vending on city property (if you are also vending on private property, this fee applies)
- \$ 725 – if vending on private property only
- \$ 500 – if a city-based food service establishment operating on city property
- \$ 0 – if a city-based food service establishment operating on non-city property

The undersigned, declares the following: that he/she wishes to be permitted to perform the operation, service or act stated hereon; that the statements made above are true and correct to the best of his\her knowledge and belief; that he/she will comply with all provisions of the ordinances of the city of Traverse City relative to the operation, service or act for which the license is requested; that he/she agrees to hold the city of Traverse City free and harmless from all liability which may be imposed upon it and to reimburse the city of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the license was issued.

The undersigned understands that vending is not permitted in City Parks including the water area of the parks, and acknowledges that he/she has received a copy of the rules for vending. Provided, however, that certain parking lots associated with parks have been designated for mobile food vending.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Signature of applicant

Date signed

CHECKLIST FOR MOBILE FOOD VENDING UNIT LICENSE
THE FOLLOWING IS NEEDED BEFORE A MOBILE FOOD VENDING LICENSE WILL
BE ISSUED:

- ___ 1. Contact the Grand Traverse County Health Department. Depending on the classification of your unit and its status within the State of Michigan, an in-depth, review may be required which can take a few weeks to complete. Contact Grand Traverse County Health Department, 2650 LaFranier Road, between 8am and 4:30pm, Monday through Friday, (231) 995-6051. Or if fresh meats, frozen foods, etc. contact the Michigan Department of Agriculture and Rural Development, at (800)292-3939.
- ___ 2. Fee. Please attach the appropriate fee with your application so it may be processed. (Fee is non-refundable once a permit has been issued by the City Clerk's Office; permits are valid for one year from the date of issuance.) Please submit only one fee; the highest fee applies:
- \$1,225 – if vending on city property (if you are also vending on private property, this fee applies)
 - \$ 725 – if vending on private property only
 - \$ 500 – if a city-based food service establishment operating on city property
 - \$ 0 – if a city-based food service establishment operating on non-city property
- ___ 3. **If vending on City Property**, a certificate of your general liability insurance evidencing \$1 million per occurrence coverage, with the City of Traverse City, 400 Boardman Avenue, Traverse City, MI 49684 listed as certificate holder. Additionally, an Endorsement to your insurance policy, naming the City of Traverse City as additional insured is required.
- ___ 4. A copy of your Michigan Sales Tax License. If you do not have one, you must first go to the Michigan Department of Treasury, 701 S. Elmwood, between 8am and 12pm, Monday through Friday, (231) 922-5230.
- ___ 5. A photograph of your mobile food vending unit.
- ___ 6. Once you have completed steps 1 - 5, please provide the completed application and attachments to obtain your Mobile Food Vending License to the City Clerk's office, 400 Boardman Avenue, between 8am and 5pm, Monday through Friday, (231) 922-4480.
Because various approvals are required, please be aware that Mobile Food Vending Unit Licenses may take a week or more to process.

GUIDELINES FOR MOBILE FOOD VENDORS

1. **Proof of License.** When the City Clerk's Office receives a completed application, with all attachments required, we will begin processing your application. If approved, the City Clerk's Office will issue a City of Traverse City Mobile Food Vending Unit License. *This license must be prominently displayed on the Mobile Food Vending Unit.*
2. **Vending on city property.** Vending on city property is only allowed with a valid license at locations and hours as authorized by resolution of the City Commission. Those locations include:
 - **Parking Lot RB** (adjacent to the West End Beach Volleyball Courts) – maximum of two units at one time; the first two that arrive during the designated hours may operate
 - **Parking Lot B** (at Grandview Parkway and Union Street – excluding during the Farmer's Market) - maximum of two units at one time; the first two that arrive during the designated hours may operate
 - **Parking Lot E** (behind the United States Post Office at State Street and Union Street) - maximum of two units at one time; the first two that arrive during the designated hours may operate
 - **Parking Lot J** (at Sixth Street and Union Street) - maximum of two units at one time; the first two that arrive during the designated hours may operate
 - **State Street, between Pine Street and Union Street**
 - **Streets directly adjoining city parks located outside of the Downtown District (DDA District) where parking is otherwise allowed.**
 - **Streets directly adjoining the following facilities where parking is otherwise allowed:**
 - Munson Medical Center's main campus on Sixth Street
 - Traverse City Central High School Main Campus
 - Grand Traverse County Civic Center
 - Northwestern Michigan College's main campus

**Please see the attached map that outlines the city property where mobile food vending is allowed. If you are parking in a metered parking spot, you must pay the meter the entire time you are located in the metered space(s). Provided you are operating within the times authorized by the City Commission for Mobile Food Vending, you may disregard any parking duration limitations indicated at the meter.*

3. **Vending is prohibited on public property within one block of a city-authorized street fair, public festival, farmers market or event, unless authorized by the event sponsor.**
4. **Vending on non-city property.** Vending on non-city property is allowed with a valid license.

5. **Hours of Presence and/or operation.** For residential areas, vending may occur between the hours of 9 a.m. and 9 p.m. For commercial areas, vending may occur between the hours of 7 a.m. and 11 p.m. For private property in commercial areas, vending may occur between the hours of 6 a.m. to 3 a.m. ***No mobile vending unit may be present or operate except during the specific hours mentioned in this section - Including set up and tear down.***
6. **Other miscellaneous rules.** As outlined in the Traverse City Ordinance Chapter 865, all vendors must:
- Provide appropriate waste receptacles at the site of the unit and remove all litter, debris and other waste attributable to the vendor on a daily basis. Waste shall not be disposed of in city receptacles.
 - If operating on city-owned property, may only locate on such property as established by resolution of the City Commission. If parked on public streets, vendors shall conform to all applicable parking restrictions. ***Provided, however, that a Mobile Food Vending Unit may disregard the duration restrictions if parked within a valid parking space.***
 - When parked on a public street, not operate within thirty feet of any intersection or driveway.
 - Not operate on public property within one block of a city-authorized street fair, public festival, farmers market or event except with the authorization of the event sponsor.
 - Not use any flashing or blinking lights or strobe lights; all exterior lights over 60 watts shall contain opaque, hood shields to direct the illumination downward
 - Not use loud music, amplification devices or “crying out” or any other audible methods to gain attention which causes a disruption or safety hazard as determined by the city.
 - Comply with the city’s Noise Ordinance, Sign Ordinance and all other city ordinances.
 - Comply with all applicable federal, state and county regulations.
 - May have one portable sign that is six square feet, with no dimension greater than 3 feet and no height (with legs) greater than 4 feet, located within five feet of the unit; and under no circumstances shall such sign be placed upon the sidewalk or impede pedestrian/vehicle safety.
 - Not leave any mobile food vending unit on city property unattended for more than 2 hours; and any mobile food vending unit on city property shall be removed between the hours of 11 p.m. and 7 a.m. in commercial areas and between the hours of 9 p.m. and 9 a.m. in residential areas.
 - Shall not utilize any electricity or power without the prior written authorization of the power customer; no power cable or similar device shall be extended at or across any city street, alley, or sidewalk except in a safe manner.
 - All grey water/untreated waste shall be disposed of in accordance with federal, state and local regulations, and under no circumstances shall dispose of untreated waste into the sewer.