

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](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**, which is valid for one year from the date of issuance. 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 [tcclerk@traversecitymi.gov](mailto:tcclerk@traversecitymi.gov)

Most Sincerely,



Benjamin Marentette, CMC  
City Clerk



**City of Traverse City**  
**Application for Mobile Food Vending Unit License**  
**(City ordinance Chapter 865)**

*A separate license and separate application are required for each unit*

Business name: \_\_\_\_\_

Name of Food Truck: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Name of individual representing business: \_\_\_\_\_

Mobile telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Will you be vending on city property? \_\_\_\_ Yes \_\_\_\_ No

*If yes, please attach a Certificate of General Liability Insurance in the amount of \$1 million per occurrence, with the City of Traverse City named as certificate holder, along with a separate page Endorsement to the policy naming the City of Traverse City as Additional Insured.*

*If no, where will you be vending?* \_\_\_\_\_

Do you own a brick & mortar licensed food service establishment based in the City of Traverse City? \_\_\_\_ Yes \_\_\_\_ No

Have you or has anyone working at the unit been convicted of a felony under the laws of the State of Michigan, United States or any other state within the United States? \_\_\_\_ Yes \_\_\_\_ No

Make of vending unit: \_\_\_\_\_ Model of vending unit: \_\_\_\_\_

Year of vending unit: \_\_\_\_\_ VIN \_\_\_\_\_

Do you have a fryer? \_\_\_\_ Yes \_\_\_\_ No Do you have a grill? \_\_\_\_ Yes \_\_\_\_ No

Do you have a griddle? \_\_\_\_ Yes \_\_\_\_ No Do you have a broiler? \_\_\_\_ Yes \_\_\_\_ No

How will you be disposing of grey water/untreated waste? \_\_\_\_\_

\_\_\_\_\_

**Will you be using cooking fuel?** \_\_\_\_ Yes \_\_\_\_ No *If yes, please complete the following:*

What type of cooking fuel are you using? \_\_\_\_\_

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? \_\_\_\_\_

Date of last inspection on the exhaust hood system: \_\_\_\_\_

**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? \_\_\_\_\_

Date of last inspection on the suppression system: \_\_\_\_\_

**Do you have fuel piping?** \_\_\_\_ Yes \_\_\_\_ No *If yes, please complete the following:*

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 (based on the requested license – see Fee Schedule below)  
\_\_\_\_\_ Michigan Sales Tax License, or proof from Michigan Department of Treasury  
\_\_\_\_\_ Special Transfer Food Unit Permit (STFU)  
\_\_\_\_\_ Photo of the mobile food vending unit  
\_\_\_\_\_ Driver's License/State ID for all operators  
\_\_\_\_\_ Most recent Suppression System Fire Inspection (if applicable)  
\_\_\_\_\_ Certificate of Insurance (COI) in the amount of \$1 million, with separate  
\_\_\_\_\_ Endorsement page listing the City of Traverse City as Additional Insured (for City  
Property License only)

**Fee Schedule:**

Please include the appropriate fee with your application so it may be processed.

(The 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 – vending on City Property and Private Property
- \$ 725 – vending on Private Property only
- \$ 500 – city-based brick & mortar food service establishment vending on City Property
- \$ 0 – city-based brick & mortar food service establishment vending on Private 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 VENDOR LICENSE

The following is needed before a Mobile Food Vending License will be issued:

- \_\_\_\_ 1. Contact the 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.

Grand Traverse County Health Department  
2650 LaFranier Road  
(231) 995-6051  
M - F 8am to 4:30pm

- \_\_\_\_ 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.

- \$1,225 – vending on City Property and Private Property
- \$ 725 – vending on Private Property only
- \$ 500 – city-based brick & mortar food service establishment vending on City Property
- \$ 0 – city-based brick & mortar food service establishment vending on Private 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, a separate page 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, please visit the Michigan Treasury Online (MTO) website to register a new business for State Taxes, or to log in to a pre-existing account and obtain a copy of your Sales Tax License.

- \_\_\_\_ 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:

City Clerk's Office  
400 Boardman Avenue  
(231) 922-4480  
M - Th 8am to 5pm; Fri 8am – 4pm

Please note: Because various department approvals are required, Mobile Food Vendor License Applications may take a week or more to process.

## GUIDELINES FOR MOBILE FOOD VENDORS

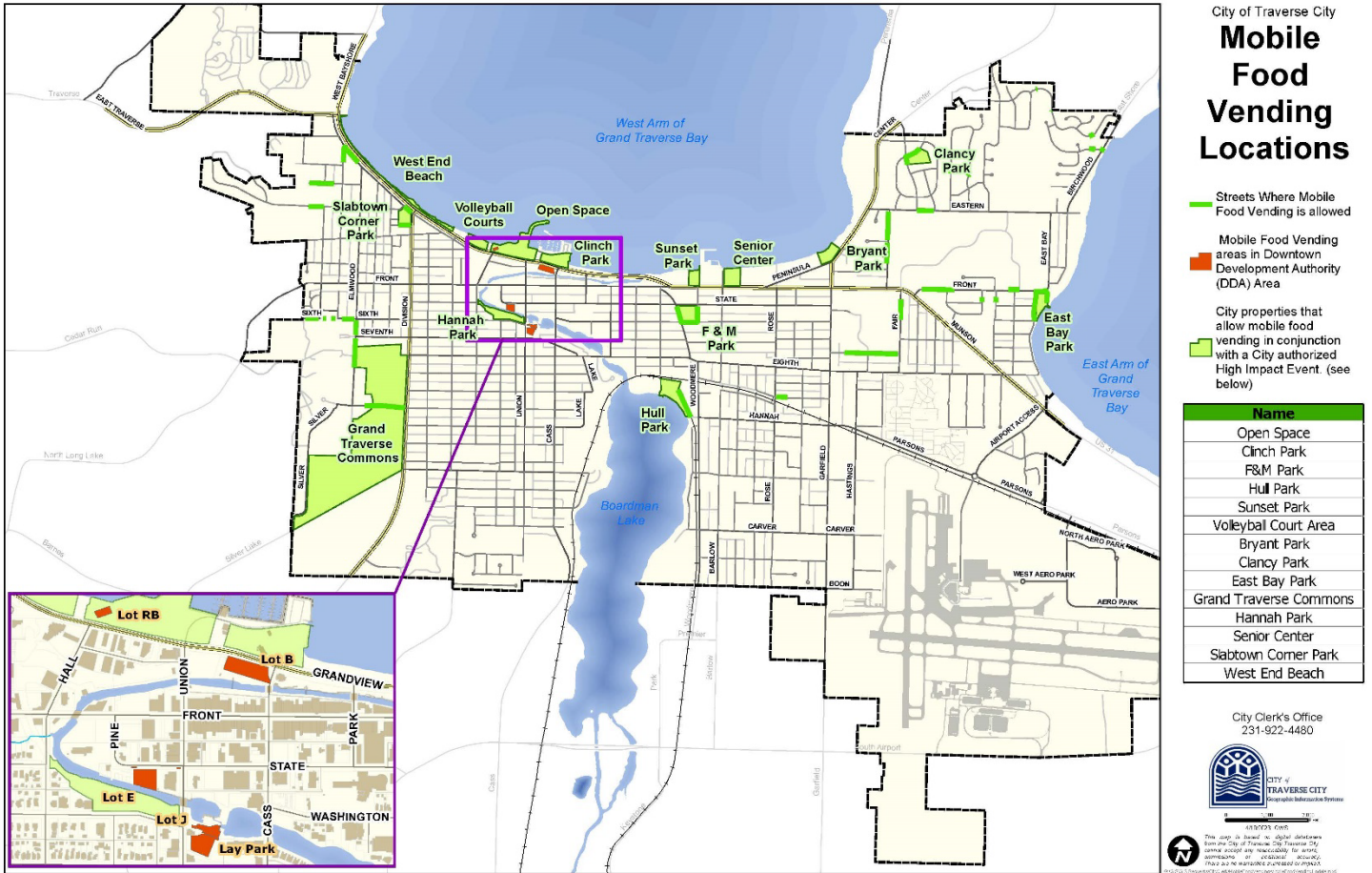
1. **Proof of License.** When the City Clerk's Office receives a completed application, with all attachments required, we will begin processing your application. If approved, the City Clerk's Office will issue a City of Traverse City Mobile Food Vending Unit License. ***This license must be prominently 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
3. **Vending at High Impact Event on city property.** Mobile Food Vendors must obtain a permit to participate with an approved High Impact Event on city property. \*Note: Mobile Food Vendors are not permitted in City Parks or on City property unless the City Park or Property is listed on the Map of City Property where Mobile Food Vending is Generally Allowed.

*\*Please see the attached map that outlines the city property where mobile food vending is allowed or view at <https://www.traversecitymi.gov/userfiles/filemanager/h6uqfw5sp5uo000mtryf/> 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.*

4. **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.**
5. **Vending on non-city property.** Vending on non-city property is allowed with a valid license.
6. **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.***
7. **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.



*\*A larger version of this map may be viewed at*

<https://www.traverscitymi.gov/userfiles/filemanager/h6uqfw5sp5uo000mtrvf/>