City Use Only
☐ Private Property ($75)
☐ Public Property ($150)
☐ Both ($225)
Paid _____

## Mobile Food Vending Permit Application

The City of Cedar Springs requires that all Mobile Food Vending Units obtain a city issued permit to do business in the city. It shall be unlawful for any person to operate a mobile food vending unit in the City without first obtaining a permit. A mobile food vending unit is defined below.

> *Mobile Food Vending Unit* means any motorized or non-motorized vehicle, trailer, table or other similar device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale. This definition does not apply to vehicles which dispense food or beverages that move from place to place and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks.

**Certain mobile vending units are not required to obtain a permit. Mobile Vending Units exempt from obtaining a permit are listed below:**

- Any school-sponsored mobile food vending unit operating on school property, or authorized participants in any City-sponsored fair, festival, special event, civic event or other event with City approved community event status.
- Not for profit groups who operate mobile food vending units on an infrequent and irregular basis and on private property are exempt from permitting under this Article.
- Restaurants who operate a permanent business physically present in the City of Cedar Springs are also exempt under this article while mobile vending on their own private property but they shall not subcontract or hire such vendors in an attempt to evade this article.
- Mobile food vending that occurs entirely indoors, located inside a building or within a courtyard hidden from the general public, is exempt under this article.
- Groups and individuals who are exempt under this article from permitting must still receive written permission from the City before operating on public property.

It takes 2-6 business days to process your application. It may take longer to process your application if it is incomplete or if you changes are necessary. We will call or email you to let you know that your permit is ready. You can either pick it up from the office or we can mail it to you. Your permit is valid until December 31st the year it was issued. Make sure to keep a copy of your permit in each vehicle. A separate application and fee are required for each vehicle/mobile vending unit.

Applicant Name: _____
First Middle Last

Business Name: _____

Business Address: _____
(Street, City, State, Zip)

Mailing Address: _____
(If different from Business Address)

Phone #: _____ E-Mail Address: _____

Driver's License #: _____ D.O.B _____ Last 4 Digits of S.S. #: _____

**Criminal Conviction History – List ALL Misdemeanor and Felony Convictions.** Failure to disclose any and all convictions or the submittal of inaccurate information is falsification of application and sufficient cause for immediate denial or revocation of a permit.

| Date | Offense | Court |
|---|---|---|
| | | |
| | | |

(Use additional sheets if needed)

Plate Number: _____

(Use additional application for each vehicle)

Vehicle Description: _____

Year Make Model

Vehicle Dimension: _____

Height Width Length

Proposed Location(s): _____

Is the property ☐ Private Property **($75 per Year per mobile vending unit)**

☐ Owned by applicant

-Mobile vending units may not operate on a single family residential property.

☐ Leased to applicant

-If yes, you must provide copy of property use Agreement.

☐ City Owned **($150 per Year per mobile vending unit)**

-Public parking areas of Riggle Park, Public Parking Areas of Morley Park, and Staging Area of the White Pine Trail

Brief Description of Product: _____

Hours of Operation: _____

Power Supply: _____

Water Supply: _____

Wastewater Disposal: _____

I hereby affirm that I have truthfully completed this application and all additional information and attachments hereto to the best of my knowledge; that I have read the Mobile Food Vending Units ordinance Section 1, Chapter 24 found at https://library.municode.com/mi/cedar_springs/codes/code_of_ordinances ; and that I agree to operate this business in accordance with all Federal, State and local laws, rules and regulations. I understand that failure to comply may result in immediate suspension or revocation of my Permit.

- I understand that all fees are non-refundable and cover the cost of processing the application.
- I understand the Permit shall end on December 31st in the year that it was issued.
- I understand that permit fees are not pro-rated for a partial permit year.
- I understand that failure to disclose complete and accurate information is falsification of application. This is sufficient cause for immediate denial or revocation of a Permit.
- I understand that a business Permit is issued to a specific business at a specific location and cannot be transferred to a new owner or new location.

- If a Permit is denied, I understand I must file an appeal in writing to the City Clerk's Office, 66 S. Main PO Box 310, Cedar Springs, MI 49319, within 14 days of notification of the denial.
- I have read and fully understand the appropriate ordinances for the Mobile Vending Permit.

Applicant Signature: _____ Date: _____

***Affidavit & Indemnification Agreement***

I_____, am the owner of a Mobile Food Vending business ("the Business"). I am the legal owner of, or hold a controlling ownership interest in, the Business. I am, or my co-owner(s) and I are, ultimately responsible for all hiring, firing, and disciplinary decisions of all persons employed by the Business. If a partial owner of the Business, I have been authorized by my co-owner(s) to execute this Affidavit and enter into this Indemnity Agreement with the City of Cedar Springs on the Business' behalf. In exchange for a Permit to operate as a Mobile Food Vending Business under Section 1, Chapter 24 of the City Code of the City of Cedar Springs, The Business shall indemnify and hold harmless the City, its officers, and employees for any claims, damages, or injuries to persons or property which arise out of any activity by the business, its employees, or agents carried on under the terms of the permit.

I understand that I am certifying that these statements are true, and acknowledge that the information contained herein may subject me to certain penalties which include, but are not limited to, suspension or revocation of my Mobile Food Vending business Permit.

Owner's Signature: _____ Date: _____

Checklist

- ☐ Completed Mobile Food Vending Permit Application.
- ☐ Pay Non-refundable application fee.
- ☐ Copy of Kent County Health Department License or equivalent license issued in the State of Michigan.
  More information can be found at https://www.accesskent.com/Health/FoodServices/default.htm
- ☐ Proof of Vehicle Registration for each vehicle.
- ☐ Proof of Insurance.
  - ☐ Proof of Commercial Liability Insurance policy with limits of no less than $1 million combined Single Limit coverage issued by an insurer licensed to do business in this state, *and which names the City as an additional insured.*
  - ☐ Proof of Commercial Auto Policy with bodily injury and property damage with limits of no less than $1 million per accident issued by an insurer licensed to do business in this state.
- ☐ Copy of Menu with prices. (optional)
- ☐ Color photos of the Food Truck. (optional)
- ☐ Social Media Page Information. (optional)

---------- CITY USE ONLY ----------

Background Check: _____ Date: _____

County/State License #: _____ Expiration Date: _____

City Permit #: _____ Expiration Date: December 31

☐ Approved ☐ Denied

_____
City Clerk or Designee