

Name of individual representing business: _____

Telephone Number: () _____ Other #: () _____

Email: _____

Will you be vending on Public Property? Yes No

If yes, please attach a certificate of general liability insurance in the amount of \$1,000,000 per occurrence, with the City of Clawson named as certificate holder, along with an endorsement to the policy naming the City of Clawson as additional insured.

Is your business a Licensed Food Service Establishment in the City of Clawson?

Yes No If yes, What is the name of the business: _____

Have you or anyone who will be working at the unit been convicted of a felony under any local, state, or federal laws of the United States?

Yes No (**REMINDER:** Please provide up to date iCHAT background check from the State of Michigan for each employee.)

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? _____

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

If yes, please complete the following:

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

Who installed the fuel piping? _____

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

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.**

Daily Permit:

\$ 50 – on public property

\$ 25 – on private property

Annual Permit Fees:

\$ 250 – on public property

\$ 150 – on private property only

An additional fee of \$25.00 will apply, per day, with a cap of \$100 annually, if vending at Clawson City Park during school athletic events, which will benefit the Clawson athletic boosters.

WAIVER, RELEASE AND AUTHORIZATION

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 Clawson relative to the operation, service or act for which the license is requested; that he/she agrees to hold the City of Clawson free and harmless from all liability which may be imposed upon it and to reimburse the City of Clawson 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 permitted in the City Parks, and acknowledges that he/she has received a copy of the rules for vending, provided, however, that only certain areas within the 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.

Name of Food Truck owner/applicant

Name of Food Truck

Signature of applicant

Date signed

OFFICE USE ONLY

Department	Approve: Y/N	Date of Approval	Remarks
Building	_____	_____	_____
Fire	_____	_____	_____
Police	_____	_____	_____
License Issued by City Clerk's Office on: _____		To be renewed on: _____	

CHECKLIST FOR MOBILE FOOD VENDING LICENSE

THE FOLLOWING IS NEEDED BEFORE A MOBILE FOOD VENDING LICENSE WILL BE ISSUED BY THE CITY OF CLAWSON:

1. Contact the Oakland 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 Oakland County Health Department: 1200 N. Telegraph, Bldg. 34 East, Pontiac, MI 48341, between 8:30am and 5:00pm, Monday through Friday, (248) 858-1280, or if fresh meats, frozen foods, etc. contact the Michigan Department of Agriculture and Rural Development, at (800)292-3939.
2. 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:

Daily Permit:

\$ 50 – on public property
\$ 25 – on private property

Annual Permit Fees:

\$ 250 – on public property
\$ 150 – on private property only

An additional fee of \$25.00 will apply, per day, with a cap of \$100 annually, if vending at Clawson City Park during school athletic events, which will benefit the Clawson athletic boosters.

3. **If vending on Public Property**, a certificate of your general liability insurance evidencing \$1,000,000 million per occurrence coverage, with the City of Clawson, 425 N. Main Street, Clawson, Michigan 48017 listed as certificate holder. Additionally, an endorsement to your insurance policy, naming the City of Clawson as additional insured is required.
4. A copy of your Michigan Sales Tax License. If you do not have one, you must first get one from the Michigan Department of Treasury.
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, 425 N. Main Street, between 7:30am and 5:30pm, Monday through Thursday, (248) 435-4500. 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 Clawson Mobile Food Vending License. ***This license must be prominently displayed on the Mobile Food Vending Unit.***
2. **Vending on public property.** Vending on public property is only allowed with a valid license at designated locations and hours as authorized by resolution of the City Council.

Below is the list of the public properties where mobile food vending is allowed.

- **City Park**
- **Hunter Park**
- **Parkland Park**
- **Grant Park**
- **Public School property**

The Parks and Recreation Department will designate the approved locations within city parks. Clawson School District officials will designate the approved locations within public school properties.

3. ***Vending is prohibited on public property within fifty (50) feet of a city-authorized street fair, public festival, farmers market or event, unless authorized by the event sponsor.***
4. **Vending on non-public property.** Vending on non-public property is allowed with a valid Clawson mobile food vending unit 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 7 a.m. to 11 p.m. ***No mobile food vending unit may be present or operate except during the specific hours mentioned in this section. This includes set up and tear down.***
6. **Other miscellaneous rules.** As outlined in the City of Clawson Mobile Food Vending Ordinance Chapter 55, 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 or public property, may only locate on such property as established by resolution of the City Council. If parked on public streets, vendors shall conform to all applicable parking restrictions.
- 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 public property unattended for more than 2 hours; and any mobile food vending unit on public 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.