

# Mobile Food Unit License Application

**Applicant must deliver or send completed application to City Hall.** The application will be reviewed by the City Clerk and Fire Marshal/Emergency Manager. If all license requirements are fulfilled, a license will be issued. Failure to provide complete and accurate information will result in denial of the license.

## Application Checklist

- Completed Application
- Fees
- Copy of Valid driver's license or valid government-issued photo ID
- Proof of Minnesota Department of Health license
- Certificate of Insurance by an insurance company authorized to do business in Minnesota
- Fire Inspection (Proof of completion or inspection scheduled)

## 1. Type of License

- Annual – Fee \$50
- Temporary (up to 7 days) – Fee \$10

## 2. Applicant (Owner)

Full Legal Name (first, middle, last): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Is this your permanent address?  Yes  No

If not, please provide your permanent address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### 3. Business Information

If your business will have multiple food truck units in the City of Monticello, please fill out this page for each truck.

Name of Company: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Name and contact information of primary food truck operator, if different from applicant/owner:

Describe the items to be sold: \_\_\_\_\_

#### Mobile Food Unit Vehicle

License Plate #	State	Make	Model	Year	Color

#### Commissary

The state of Minnesota requires all mobile food units to store and prepare food in a licensed commercial kitchen.

Commissary Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Commissary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Location where disposing gray water (used water), if different from commissary: \_\_\_\_\_

#### Certificate of Insurance Information

The City requires all applicants to provide a Certificate of Insurance by an insurance company authorized to do business in the state of Minnesota, evidencing the following forms of insurance:

- Commercial general liability insurance, with a limit of not less than one million dollars (\$1,000,000.00) each occurrence. If such insurance contains an annual aggregate limit, the annual aggregate limit shall be not less than two million dollars (\$2,000,000.00);
- Automobile liability insurance with a limit of not less than \$2,000,000 combined single limit. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned vehicles;
- Food products liability insurance, with a limit of not less than one million dollars (\$1,000,000.00) each occurrence;
- Public liability insurance, with a limit of not less than one million dollars (\$1,000,000.00) each occurrence;
- Property damage insurance, with a limit of not less than one million dollars (\$1,000,000.00) each occurrence;
- Workers compensation insurance (statutory limits) or evidence of exemption from state law; and
- The City shall be endorsed as an additional insured on the certificate of insurance and the Umbrella/Excess insurance if the applicant intends to operate its mobile food unit on public property.

The Certificate of Insurance shall state that the insurance has been endorsed to require that the City be notified thirty (30) days in advance of cancellation of the policy or a material modification of a coverage term.

## 4. Applicant Signature

**NOTICE:** Do NOT sign in advance. Signature must be witnessed by the City of Monticello.

I agree to operate such business in accordance with the laws of Minnesota and the ordinances of the City of Monticello. The foregoing statement are true and correct to the best of my knowledge and belief.

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

## Property Agreement\*\*

Written consent from the property owner must be submitted with this application. Please print off additional copies of this page for each additional property.

Dear property owner,

The above-mentioned food truck unit has requested to locate on your property for a period of no more than 21 days. In order to do so, the applicant must receive the written consent of each private property owner from which it plans to conduct mobile food unit sales.

According to Monticello City Code, mobile food truck units:

- Must be licensed with the City and the Minnesota Department of Health. As part of the City license, food truck owners must have an agreement with the property owner to park on any property.
- Are **not** allowed to park on streets, in residential areas (with exception of catering events) or City property (without prior written approval).
- Can only park in a private commercial or industrial parking lot.
- May park overnight in your property's parking lot but must leave daily for fresh water.
- Can only operate between 7 a.m. and 10 p.m.
- **Cannot** dispose of water on the street or parking lot.

If you have any questions about the City of Monticello's mobile food truck ordinance, please contact the City Clerk's Office at (763) 271-3204.

Property Name (where unit is to be located/parked):

Property Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates at this Location: \_\_\_\_\_ to \_\_\_\_\_.

*I agree to allow said food truck to locate and operated on my property.*

**Property Owner's Signature** \_\_\_\_\_

**\*\*If locations and dates unknown at the time of application, the permit holder will email City Clerk at [Jennifer.schreiber@ci.monticello.mn.us](mailto:Jennifer.schreiber@ci.monticello.mn.us) for any and all dates operating at any given location.**