



## Application for Mobile Vending Unit License

The City of Norton Shores Code of Ordinances requires that any vendor wishing to operate a food truck or mobile vending unit must obtain a license to operate on both private and public lands.

***A separate license and separate application is required for each vending unit***

### BUSINESS INFORMATION

Business Name:

Address:

City, State, Zip Code:

Business Owner Name:

Business Owner Phone #:

Name of Food Truck:

Emergency Contact 1 (Name & #):

Emergency Contact 2 (Name & #):

Do you have a current City of Norton Shores business registration for an established restaurant or food catering business?

YES

NO

### APPLICANT INFORMATION

Individual Representing Business:

Vending Address:

Phone #:

E-mail:

### MOBILE VENDING UNIT INFORMATION

Make of Unit:

Model of Unit:

Year of Unit:

Vehicle Identification Number (VIN):

License Plate:

### GENERAL APPLICATION REQUIREMENTS

**Please confirm that the following items have been included with you application.**

Copy of Health Department License

Photograph of the mobile food vending unit

Copy of State issued photo ID for all applicants  
(Required for background purposes)

Application fee of \$150

If vending on City owned property, Certificate of General Liability Insurance required (Minimum \$1 million per occurrence) with City named as additional insured.

Contact the City's Fire Department to schedule an inspection. Inspections are valid for the calendar year in which it was completed.

**PLANNING/ZONING**

Please provide a quick site plan sketch below showing that the egress and ingress are not obstructed and how any necessary signage will be displayed.

Blank area for site plan sketch.

**MOBILE VENDING UNIT INFORMATION (continued)**

Will you be vending on city owned 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 Norton Shores names as additional insured.*

Have you or anyone who will be working at the unit been convicted of a felony under the laws of the State of Michigan or any other state within the United States?  YES  NO

Has the applicant ever been convicted of any City ordinance violation, misdemeanor or felony?  YES  NO

*\*If yes, what was the offense and what was the punishment or penalty?* \_\_\_\_\_

**SIGNATURES**

As an applicant for a mobile food vending license, I hereby agree to comply with all of the requirements of the City of Norton Shores Code of Ordinances and County and State regulations. I confirm that all information provided in this application is accurate to the best of my knowledge. I understand this license is personal and not transferable. I also understand this license may be revoked by the City Clerk.

I acknowledge that the City may be required from time to time to release records in its possession. I hereby give permission to the City to release any records and materials received by the City from myself as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**CITY USE ONLY**

\_\_\_\_\_  
City Planner Approval Date

\_\_\_\_\_  
Fire Approval Date

\_\_\_\_\_  
City Clerk Approval Date

License Issued:
License Denied: