Mobile Food Vehicle Application Package

FIRE DEPARTMENT

SUBMITTAL REQUIREMENTS

Complete the mobile food vehicle application and acknowledgement of rules and regulations. Additional required attachments include:

- A current mobile food license from Lorain County Public Health;
- A copy of your general comprehensive liability policy with limits of no less than $1 million of combined single limit coverage issued by an insurer licensed to do business in the State of Ohio and which names the City of North Ridgeville as additional insured and certificate holder;
- If using propane, provide a copy of a current third-party pressure leak test and general inspection of the propane system per the Ohio State Fire Marshal's Technical Bulletin #19-001 checklist within the last 12 months; and
- The annual application fee of $100 (check or money order payable to City of North Ridgeville).

Submit a complete application package by email to: foodtruck@nridgeville.gov

or in person to:

North Ridgeville Fire Prevention
7000 Ranger Way
North Ridgeville, OH 44039

REQUIRED INSPECTIONS

Contact North Ridgeville Fire Prevention Bureau, a minimum of 7 days prior to the event, to schedule a fire and life safety inspection. The inspection will take place at North Ridgeville Fire Station 1 located at 7000 Ranger Way. The inspection will not be scheduled until a complete application package has been submitted.

Day of event inspections may be approved to accommodate out-of-town vendors, but the vendor assumes the risk that the permit may not be issued if the vehicle fails the inspection.

The North Ridgeville Fire Department, Police Department and Building Division reserve the right to conduct on-site inspections at any point of operation to ensure compliance.

PERMIT ISSUANCE

Upon successfully completing the fire and life safety inspection, a mobile food vehicle permit will be issued by the Fire Chief. The permit is valid from the date of issuance until April 1 of the following year. The current permit must be prominently displayed on the mobile food vehicle at the point of service, visible to the public, and unobstructed at all times during operation.

Once a permit has been issued, it may be revoked, suspended or not renewed by the Fire Department for failure to comply with the applicable ordinances and any rules or regulations promulgated by the city.

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FIRE DEPARTMENT

CITY OF NORTH Ridgeville EST 1810

VENDOR INFORMATION

Vendor name

Vendor address | Vendor city, state, zip

Vendor phone | Vendor email

Business name | Federal tax ID#

Business address | Business city, state, zip

Event name | Event date(s)

VEHICLE INFORMATION

TYPE: ☐ Truck ☐ Trailer ☐ Propelled Cart

Year: _____ Make: _____

State: _____ License Plate: _____

VIN: _____

POWER SOURCE: ☐ Propane ☐ Generator ☐ Electric

☐ Other: _____

IF ELECTRIC: Volts: _____ Outlets: _____ Amps: _____

DIMENSIONS: (in feet) Length: _____ Width: _____

Height: _____ Awning: _____

HAZARDOUS MATERIALS

TYPES:

☐ Flammable Liquid:
Name: _____
Quantity: _____
Storage Method: _____
Use: _____

☐ Combustible Solid:
Name: _____
Quantity: _____
Storage Method: _____
Use: _____

☐ Compressed Gas:
Name: _____
Quantity: _____
Storage Method: _____
Use: _____

*Attach additional sheets if needed

ACKNOWLEDGMENT OF RULES AND REGULATIONS

Please initial next to each of the following regulations to verify your understanding and compliance. Sign this acknowledgement and return with the completed application.

☐	A current mobile food license from Lorain County Public Health is required.
☐	Mobile food vehicles are prohibited from operating in the public right-of-way or on public property unless in conjunction with an approved special event or block party as approved by the Mayor.
☐	Mobile food vehicles may be permitted on private property only with the written approval of the property owner. No mobile food vehicle shall operate at a location where the vendor has not been authorized to do business.
☐	Mobile food vehicles shall not operate within 10 feet of commercial or residential structures without prior Fire Prevention Bureau approval.
☐	Mobile food vehicles may operate in any given location no more than 60 days in a calendar year, no more than 5 consecutive days.
☐	Vendors shall maintain a city-issued operating log documenting dates, locations, and hours of operation within the City. The log must be kept in the vehicle during all hours of operation and produced upon request by any authorized city official.
☐	Hours of operation shall be limited to 7:00 AM to 10:00 PM or as approved in conjunction with a special event.
☐	Mobile food vehicles shall not exceed 36 feet in length or 9 feet in width.
☐	Mobile food vehicles shall only be parked on a paved or hard surface, unless in conjunction with an approved special event. Mobile food vehicles shall not be located in a manner as to block required parking, fire hydrants, fire lanes, or means of egress from buildings.
☐	Service is limited to walk-up customers only. No drive-through or drive-in service configurations are permitted.
☐	No vendor shall utilize loudspeakers or other noise-making devices. Vendors shall comply at all times with City noise regulations.
☐	Vendors shall provide for trash and recycling receptacles in close proximity to the mobile food vehicle. Trash must be removed daily from the site.
☐	Cooking under tents is prohibited unless prior written approval is obtained from the Fire Prevention Bureau. Open flame cooking appliances and cooking that produces grease-laden vapors are prohibited under tents regardless of approval.
☐	Open flame cooking devices/barbecue grills/seasoned wood fire grills shall not be operated within 10 ft of combustibles or structures. Hot ash must be disposed of in an approved, tip-resistant container, subject to Fire Prevention Bureau approval during site inspection.

Applicant signature _____ Date _____

Mobile Food Vehicle Operating Log

FIRE DEPARTMENT

CITY OF NORTH Ridgeville EST 1810

VENDOR INFORMATION

Business name

Vehicle license plate

Permit number and year

OPERATING LOG

Complete one row for each day of operation within the City of North Ridgeville. This log must be kept in the vehicle during all hours of operation and produced upon request by any authorized city official. Falsification of this log may result in permit revocation.

Day #	Date	Location/Address of Operation	Operator Initials
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If additional pages are needed, print and attach additional copies of this log.