



Annual Mobile Food Vendor License

Municipality of Norristown | Fire Department

Instructions: Any organization, group, or individual wishing to sell or disseminate food and/or beverages without a storefront within the Municipality of Norristown must complete BOTH sides of this application and submit the completed application and the total fee indicated below to

Norristown Finance Department,
 Attention: Mobile Food Vendor License,
 1700 Markley St, Suite 104
 Norristown PA 19401.

Make check or money order payable to the Municipality of Norristown. DO NOT SEND CASH. Please call 610-270-2894.

Type of License (check one)

Temporary License

New Mobile Food Vendor

License Renewal

Temporary Licenses are intended for mobile food vendors who will be selling and/or distributing their wares for three (3) or less days per calendar year. If you intend to be vendor for more than three (3) days per year, please apply for a new vendor license.

Note: mobile food vendors who are found operating without a license or with an expired license will immediately be required to cease operations and will be fined \$300.00 per occurrence.

| Office Use Only: | | Received: |
|-------------------------------|----------|-----------|
| Temp. Fee: (3 day maximum) | \$50/day | |
| New Vendor Fee: | \$300.00 | |
| Vendor Renewal: | \$150.00 | |
| Expiration Date: | | |
| License #: | | |

Business Information

| | | | |
|--|--|------------------------------|--|
| Name of Truck: | | | |
| Name of Business: | | Federal Tax ID #: | |
| Business Address: | | | |
| Phone: | | License Plate #: | |
| Email: | | Driver's License #: | |
| Website: | | | |
| Emergency Contact | | | |
| Title: | | | |
| Contact Number: | | Emergency Cell Phone Number: | |
| Detailed Description of goods to be sold: | | | |
| | | | |
| Describe your stand, pushcart, or motor vehicle (attach photos of it along with your submission) | | | |
| | | | |

NOTE: Each mobile unit should be clearly marked with your business name



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Proposed Vending Locations & Times

| Location (Street Address) | Property Type: | Days of the Week: | Hours of Service: |
|---------------------------|--|-------------------|-------------------|
| | <input type="checkbox"/> Public <input type="checkbox"/> Private | | |
| | <input type="checkbox"/> Public <input type="checkbox"/> Private | | |
| | <input type="checkbox"/> Public <input type="checkbox"/> Private | | |
| | <input type="checkbox"/> Public <input type="checkbox"/> Private | | |
| | <input type="checkbox"/> Public <input type="checkbox"/> Private | | |
| | <input type="checkbox"/> Public <input type="checkbox"/> Private | | |
| | <input type="checkbox"/> Public <input type="checkbox"/> Private | | |

PLEASE NOTE: Acquiring an approved mobile food vendor license from the Municipality DOES NOT GUARANTEE a specific parking spot in any of the locations provided above or found in the Municipality of Norristown. Parking for the purposes of vending food is to be on a "first-come" basis.

REQUIRED DOCUMENTS (Attach to this Application) (Please check all that are attached)

Required of all Applicants:

- Copy of Valid Health Inspection, issued by Montgomery County Health Department
- Copy of Valid Business License, issued by Tri-State Financial Group. (610-270-9520)
- Copy of Current Vehicle Insurance & Registration
- Pictures of all four sides of your food truck

Required for Vending on Private Property

- Copy of Letter(s) from Landlord(s). Required for each private site.

Signatures

Applicant: Application is hereby made for a license to operate a mobile food vendor unit in the Municipality of Norristown. By this application, I agree that the mobile unit will comply with all applicable ordinances and regulations including the requirement that I contact the Allentown Health Bureau prior to making many changes to my mobile food vendor unit. It is further agreed that said mobile unit shall be available for inspection by the Norristown Fire Department. I also understand that the license issued is NOT TRANSFERABLE. I hereby certify that I have applied for a sales and use tax license or exemption from the PA Department of Revenue as of the date of this application understanding that any false representation is subject to penalty under 18 PA C.S. §4903 and §4904.

APPLICANT SIGNATURE

APPLICANT NAME (Print)

DATE

Norristown Fire Dept.:

Signature of Norristown Fire Dept. is required for all applications to verify inspection, even if no permit was issued.

INSPECTOR SIGNATURE

INSPECTOR NAME (Print)

DATE



NEW Food Truck Guidelines & Procedures

Municipality of Norristown | Norristown Fire Department

On May 1, 2018 Council authorized a new annual license policy and procedure for any food truck wishing to operate in the Municipality. ALL food trucks must comply with these new rules regardless of location or time in which the truck is operating.

Once licensed, all food trucks operating in Norristown MUST prominently display their license

| Where can Food Trucks Operate Once Licensed? | |
|--|--|
| <p style="text-align: center;">CAN OPERATE</p> <p style="text-align: center;">Public Parks</p> <p>Main Street from Barbadoes to DeKalb</p> <p>Swede Street from Lafayette to Airy</p> <p>Southbound on Harding Boulevard</p> <p>Private Property with Permission</p> | <p style="text-align: center;">CANNOT OPERATE</p> <p style="text-align: center;">Residential Areas</p> <p>Undeveloped parcels (empty fields)</p> <p>Impedes the ingress or egress of a business</p> <p>Blocks the sign of another business</p> <p>Prevents emergency access to another business</p> <p>100 Feet from brick and mortar eateries</p> <p>Any area with 3 food trucks already</p> |
| Hours of Operation? | |
| <p>Mon - Sun</p> <p>7AM to 9PM</p> | |
| How much is the License? | |
| <p>There is three costs depending on the type of application:</p> <ul style="list-style-type: none"> • Temporary License - \$50 per day for a maximum of three (3) days. • New Vendor License - \$300 • License Renewals - \$150 | |
| What do applicants need to submit with the application? | |
| <p>All applicants must submit the following documents when they submit their application:</p> <ol style="list-style-type: none"> 1. Copy of valid health inspection issued by Montgomery County Health Dept. 2. Valid Business License, issued by the Municipality of Norristown 3. Copy of current vehicle insurance and registration 4. PRIVATE PROPERTY: Letter from property owner allowing operating on property | |
| What about Trash? | |
| <p>All Food vendors are required to dispose of their trash and/or any garbage accumulated as a result of operating in the Municipality in a container provided by the vendor and taken with the vendor upon they are finished operating</p> <p>Vendors are NOT PERMITTED to: dispose of trash in a municipal or public trash receptacle; leave trash, garbage, or rubbish on public property after operations;</p> | |
| <p>Airy Street: from DeKalb Street to Barbadoes</p> <p>Penn Street: from DeKalb Street to Barbadoes</p> <p>Lafayette Street: from DeKalb Street to Strawberry Alley and from Swede Street to Cherry</p> <p>DeKalb Street: from Lafayette Street to Airy</p> <p>Swede Street: from Airy Street to Marshall and immediately following the earlier of January 1, 2025 or the completion of the County Campus Redevelopment Plan from Main Street to Marshall</p> <p>Cherry Street: from Lafayette Street to Airy</p> <p>Main Street: from Forrest Avenue to Barbadoes Street and from DeKalb Street to the Municipal Boundary with Plymouth Township.</p> <p>Marshall Street: from Markley Street to Haws</p> <p>Markley Street: from Roberts Street to Johnson Highway.</p> <p>New Hope Street: from Johnson Highway to Marshall Street.</p> <p>Sandy Street: from Marshall Street east to the municipal line.</p> <p>Harding Boulevard: no vendor will be permitted to operate on the northbound portion of Harding</p> | |



NEW Food Truck Guidelines & Procedures

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What does the Application Process Look Like for Food Truck Licenses?

1. While all departments will have the new food truck license application on hand; all completed applications are to be submitted to FINANCE with required documents.
2. Once submitted, FINANCE will retain a copy of the application for their records and collect payment.
3. Finance will then forward to Norristown FIRE for inspection and further processing.
4. Norristown FIRE will be responsible for inspecting ALL food trucks to ensure safety regulations. This will not be same day as the submission of the application. Fire will reach out to applicants to schedule an inspection.
5. If approved, FIRE will sign and issue the new license.
6. It will be the responsibility of POLICE and CODE to enforce this new policy. \$300 citation.
7. ALL LICENSES EXPIRE ON DECEMBER 31 of EVERY CALENDER YEAR

FACT SHEET » Food Truck Safety

