



CITY OF JOHNSON CITY
MOBILE FOOD VENDOR PERMIT
Information

BEFORE SUBMITTING AN APPLICATION, ALL APPLICANTS NEED TO COMPLY WITH THE FOOD SERVICE ESTABLISHMENT RULES AND REGULATIONS OF THE TENNESSEE HEALTH DEPARTMENT OF HEALTH

The information and checklist set out below is not an all-inclusive list of instructions for completion of a Mobile Food Vendor Permit application for the City of Johnson City, Tennessee. Instead, the list provides reminders to help applicants turn in completed applications. Incomplete and inaccurate applications are considered void and of no effect.

The application must be fully completed and must include all secondary documents with the non-refundable permit application fee. By making this application, the applicant assumes personal responsibility for all information provided. It is the applicant's responsibility to see that the application is complete and correct. The City of Johnson City can deny an application for any incorrect, inaccurate or false information provided; at the least, the City may delay action on an application for any information it finds unacceptable. The completed application must be submitted to Finance Department, Municipal and Safety Building, 601 E. Main Street, Johnson City, Tennessee. The application must be signed and notarized.

A Permit is valid only for the business named in the Permit. A Permit is not transferable from owner to owner. **The applicant MUST provide this information in the application document and is accountable for providing complete and accurate information.** Please be aware that the operation of mobile food vending may not occur until a Permit has been issued by the City to the applicant. **An applicant must comply with the Zoning Codes and Fire Codes and Standards.**

A Mobile Food Vendor Permit will not be issued without a business license or registration issued with the Tennessee Department of Revenue, a business license issued by the City of Johnson City, a Mobile Food Vending Permit issued by the Washington County Public Health Department, a Temporary Land Use Permit (private property only, if required), a hood and fire suppression system service inspection report, hood cleaning records, an electrical inspection report issued by a licensed electrician, and a gas detection system inspection report issued by a licensed heating and gas engineer. The City reserves the right to request additional information or documentation, if needed. A Mobile Food Vendor placing a Unit on private property will prompt other requirements from Johnson City Development Services. Permit shall be valid for one (1) year beginning on the first day of March and expiring on the 28th day of February, unless revoked, and shall be prominently displayed in the Unit.

Tennessee businesses outside the City limits shall submit a business license issued by the jurisdiction of domicile.

A Temporary Mobile Food Vendor Permit will not be issued without a business license, transient business license, or registration issued with the Tennessee Department of Revenue, a business license or transient business license issued by the City of Johnson City or a business license issued by the jurisdiction of domicile, a Mobile Food Vending Permit issued by the Washington County Public Health Department, a hood and fire suppression system service inspection report, hood cleaning records, an electrical inspection report issued by a licensed electrician, and a gas detection system inspection report issued by a licensed heating and gas engineer. The City reserves the right to request additional information or documentation, if needed. The Permit shall be valid for one single event.

CITY OF JOHNSON CITY
MOBILE FOOD VENDOR PERMIT
Mandatory Item Checklist

BEFORE SUBMITTING AN APPLICATION, ALL APPLICANTS NEED TO COMPLY WITH THE FOOD SERVICE ESTABLISHMENT RULES AND REGULATIONS OF THE TENNESSEE HEALTH DEPARTMENT OF HEALTH

If you have any questions, you may call 423-434-2393. Please be mindful that the City cannot provide legal advice, but we will do everything that we can to answer your questions to the extent possible.

- Mobile Food Vendor Permit application fee paid (**non-refundable**).....\$200.00
- Temporary Mobile Food Vendor Permit application fee paid (**non-refundable**).....\$75.00
- Annual Mobile Food Vendor Permit renewal fee paid (**non-refundable**).....\$50.00
(MUST HOLD A CURRENT OR UNEXPIRED MOBILE FOOD VENDOR PERMIT)
- Current Business License or Registration with the Tennessee Department of Revenue (**Tennessee Vendors only**)
- Current Transient Business License with Tennessee Department of Revenue (**Out of State Vendors only**)
- Current Business License issued by the City of Johnson City – 423.434.2393
- Current Business License issued by the jurisdiction of domicile (**Tennessee Vendors only**)
- Current Transient Business License issued by the City of Johnson City – 423.434.2393 (**Out of State Vendors only**)
- Current Mobile Food Vending Permit issued by the Washington County Public Health Department
- Current Business Certificate of Insurance
- Current Fire Inspection Report – 423.434.6182

<p>For City Use Only:</p> <p>JC Mobile Food Vendor Permit Number: _____</p> <p>Issued Date: _____</p>

For City Use Only: _____

Date Filed

**CITY OF JOHNSON CITY
MOBILE FOOD VENDOR PERMIT
APPLICATION**

BEFORE SUBMITTING AN APPLICATION, ALL APPLICANTS NEED TO COMPLY WITH THE FOOD SERVICE ESTABLISHMENT RULES AND REGULATIONS OF THE TENNESSEE HEALTH DEPARTMENT OF HEALTH

Blank or Handwritten Application Will Not Be Accepted

The applicant is an individual or sole proprietorship; the applicant must conduct the business in person for himself or herself, and must complete this application.

Reason for Application: New Business Renewal

Permit Number (renewal applications only): _____ Expiration Date of Permit: _____

Type of Application: Mobile Food Vendor Permit Temporary Mobile Food Vendor Permit

Special Event (**Temporary Permit only**): _____ Date of Event: _____

Type of Vehicle: Truck Trailer

1. Name of Business Owner(s): _____

2. Under what name will the business operate: _____

3. Business Primary Address: _____, City _____ State _____ Zip _____

4. Applicant's social security number or its tax identification number: _____

5. Provide address of property food truck will operate (**private property only**): _____

6. Property Owner Name: _____ Telephone _____

7. Type of business you will operate: _____

8. Vehicle Identification Number: _____ Registration Date: _____ Tag Number: _____

9. Date of Manufacture: _____ Name of Manufacturer: _____

10. Washington County Health Department Mobile Food Vending Permit No.: _____

11. Date of last hood cleaning: _____ Date of last gas detection system inspection : _____

12. Attach to this application: (1) Current business license or registration with the Tennessee Department of Revenue, (2) a current business license **or** transient business license issued by the City of Johnson City **or** current business license issued by jurisdiction of domicile, (3) Food Vending Permit issued by the Washington County Public Health Department, (4) current business certificate of insurance, (5) vehicle registration; and (6) a current fire inspection report issued Johnson City Fire Prevention Office.

**CITY OF JOHNSON CITY
MOBILE FOOD VENDOR PERMIT
AFFIDAVIT**

Initial _____: I/we hereby acknowledge that I/we have read and fully understand and intend to comply with the Food Service Establishments Rules and Regulations of the Tennessee Department of Health.

Initial _____: I/we hereby acknowledge that I/we and read will comply with all federal, state and local rules and regulations outlined in the Mobile Food Vendor Policy.

Initial _____: I/we hereby release, absolve and hold harmless, the City of Johnson City, the Board of Commissioners, the Johnson City Fire Department, Johnson City Finance Department, Johnson City Development Services and Johnson City Legal Department, and the employees, agents and representatives of all of the foregoing from any and all liability of whatever type for any damages, causes of actions, personal property injuries which may result as a consequence of my application for a Mobile Food Vendor Permit and release of documents or any other matters related to my application. I/we hereby waive all possible liability of the City of Johnson City, Board of Commissioners, Johnson City Fire Department, Johnson City Finance Department, Johnson City Development Services and Johnson City Legal Department, and the employees, agents and representatives of all the foregoing as stated above.

Initial _____: I/we understand if any information given in the application subsequently changes, I/we will immediately notify the Finance Department.

Initial _____: I/we assume full responsibility for the permit and will be accountable for full compliance with the laws of Johnson City and the State of Tennessee in Mobile Food Vending.

Initial _____: I/we have read the foregoing release. I/we fully understand its provisions, and voluntarily consent to abide by its requirements.

Initial _____: I/we acknowledge and understand that the fees paid for the Mobile Food Vendor Permit application process are non-refundable.

The undersigned is the applicant or the bona fide and qualified agent/representative of the corporate applicant.

Applicant Signature or Agent/Representative

Date: _____

Signature of Responsible Party

Date: _____

<p>Sworn to and subscribed before me on this _____ day of _____, _____,</p> <p>Notary Public: _____</p> <p>My Commission Expires: _____</p>

**CITY OF JOHNSON CITY
MOBILE FOOD VENDOR PERMIT
NOTICE OF ACTION CONTACT**

To receive notice of actions of the City of Johnson to accept service of process, please provide the name of the individual, their position with the applicant (owner, manager, etc.) and their address (may be business location).

MOBILE FOOD VENDOR PERMIT APPLICATION:

Business Name: _____

Business Location: _____ Zip _____

PERSON RESPONSIBLE TO RECEIVE SERVICE OF PROCESS:

Name: _____ Title: _____

Address: _____ City _____ Zip _____

CERTIFIED MAILING ADDRESS:

Name: _____

Address: _____ City _____ Zip _____