



# Food Truck Vendor Permit (Private Property)

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500

This form is required when seeking approval of a Mobile Retail Vehicles selling food items as referenced in Unified Development Ordinance (UDO) Section 6.4.11.C. or 6.8.2.F.

A completed application must be provided along with all required supplemental information at the time of submission. All fields must be completed. If a field is not applicable, please indicate "N/A." Please email a PDF of the entire Food Truck Vender Permit packet, with all required supplemental information via the [Permit and Development Portal](#) (Food Truck - Vendor [Private Property]).

APPLICANT INFORMATION		
Applicant name:		Date:
If an LLC provide the name of the person(s) authorized to sign on behalf of the LLC:		
Address:		
City:	State:	Zip Code:
Phone #:	Email:	
BUSINESS INFORMATION		
New	Renewal	If renewal, provide the existing (FT-XX-XXXX) case number:
Food Truck Name:		
Name of Business/Corporation/LLC:		
Business Address:		
City:	State:	Zip Code:
Phone #:	Email:	
Owner's Name:		
REQUIRED SUPPORT DOCUMENTATION (CHECKLIST)		
The following information must be submitted with this application to be accepted for processing.		
	Proof of storage location of food truck (when associated with a Home Occupation); if located within the City limits or ETJ (required for new and renewals)	
	Proof of commercial business location	
	County Food Service Permit (if applicable)	
	N.C. Department of Agriculture Food Permit (if applicable)	
	N.C. Sales and Use Certificate	
	Copy of vehicle or trailer registration (required for new and renewals)	
	Location of approved grease disposal facility (required for new and renewals)	
	Permit fee	

**ACKNOWLEDGEMENT OF STANDARDS**

*Checking the following items affirms that the proposed food truck will comply with all listed items.*

	Outdoor seating shall only be provided by the property owner or an associated principal use.
	A Mobile Vending Permit must be obtained for the Mobile Retail business, and all required county and city permits and licenses must be clearly displayed on the Mobile Retail Vehicle.
	This Mobile Vending Permit is required to be renewed annually.
	Prior to the issuance of the mobile retail permit, the vendor must provide evidence of having obtained a NC Sales and Use Certificate for collecting and paying the proper sales taxes.
	Mobile Retail Vehicle(s) must be located on a surface meeting the standards of UDO Sec. 7.1.9.
	The food truck must provide evidence of having obtained a County Environmental Services –food service permit, and a means for the disposal of grease within an approved grease disposal facility prior to the issuance of the Mobile Vending Permit.
	Operating without a county and/or state-issued food service permit, including one that has been suspended or revoked, shall be considered a violation of this ordinance.

**REQUIRED SIGNATURE**

Pursuant to state law (N.C. Gen. Stat. § 160D-403(a)), applications for development approvals may be made by the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner. An easement holder may also apply for development approval for such development as is authorized by the easement.

By submitting this application, the undersigned applicant acknowledges they are either the property owner(s) or one of the persons authorized by state law (N.C.G.S. 160D-403(a)) to make this application, as specified in the application. The undersigned also acknowledges the information and statements made in the application are correct and the undersigned understands that development approvals are subject to revocation for false statements or misrepresentations made in securing the development approval, pursuant to N.C. Gen. Stat. § 160D-403(f).

The undersigned indicates that the property owner(s) is aware of this application and that the proposed project described in this application will be maintained, in all respects, in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Raleigh Unified Development Ordinance (UDO).

The undersigned hereby acknowledges and agrees that all administrative comments regarding this application will be provided to the individual listed as the applicant on this application.

The undersigned hereby acknowledges that, pursuant to state law (N.C.G.S. 143-755(b1)), if this permit application is placed on hold at the request of the applicant for a period of six consecutive months or more, or if the applicant fails to respond to comments or provide additional information requested by the City for a period of six consecutive months or more, then the application review is discontinued and a new application is required to proceed and the development regulations in effect at the time permit processing is resumed shall apply to the new application.

Applicant name (printed):

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owners name: \_\_\_\_\_ Owners signature: \_\_\_\_\_

Mobile Retail Checklist						
To be completed by Applicant			To be complete by Staff			
Disclaimer: This checklist does not cover all codified requirements but is intended to provide some guidance based on the best practices. The applicant is responsible for meeting all codified and applicable requirements.						
Site details to be shown on supplemental drawing	Yes	No				
1. Label all proposed and existing lot lines. Provide lot dimensions with metes and bounds.						
2. Show all existing structures.						
3. Acreage and square footage of parcel						
4. Dimension the location of Mobile Retail Vehicle(s). Also identify if Mobile Retail Vehicles are existing or proposed.						
5. Identify and label the Zoning use of each Mobile Retail Vehicle.						
6. Dimension the distance from Mobile Retail Vehicle(s) to property lines and public right-of-way.						
7. Dimension Food Truck(s) distance to the entrance of any eating establishment.						
8. Dimension Mobile Retail Vehicle distance from the edge of any driveway or public sidewalk, utility boxes and vaults, handicapped ramp, building entrance, exit or emergency access/exit way, or emergency call box and fire hydrant.						
9. Show all existing parking spaces and identify handicap accessible parking spaces.						