



**Luke A. Bronin
MAYOR**

List of Required Supporting Documents

Mobile Vendor Application

Please be prepared to submit the following:

- Signed verification from the commissary/servicing facility showing your business as a registered user of the space
- Schedule of Proposed Vending Locations
- Copy of Proposed Menu
- CT Sales Tax and Use Permit
- Copy of Certified Food Protection Manager Certificate (Class 3 and 4)
- Copy of Food License and Most Recent Food Service Inspection Report (if approved outside of Hartford)
- If Using Private Water Supply: Water Analysis Report from a State Certified Laboratory
- List of Staff (include names, addresses, phone numbers, email addresses, and driver's license numbers if additional operators)
- Detailed Plan of the Mobile Unit - drawn to scale and showing the location of equipment (min. 1/4in. - 1')
- List of Equipment Specifications
- Interior and Exterior Photos of Mobile Unit (if available)
- Copy of Primary Operator's Driver's License
- Valid General Liability Policy naming the City of Hartford as an additional insured
- Valid Vehicle Liability Policy naming the City of Hartford as an additional insured
- Statutory workers' compensation insurance (required on a case-by-case basis)