

DEPARTMENT OF CODES & REGULATIONS

444 South 5th Street; Suite 200

Louisville, KY 40202

(502) 574-3591

Steps for obtaining a Food Truck or Mobile Vendor Permit

1. COMPLETED application.
2. Dimensions and photographs (front, both sides, and rear) of the dispensing unit or vehicle.
3. Application fee of \$200.00 per year, per vehicle (**April 1 through March 31**). Applications can be made at any time during the year; however, the fee is not pro-rated.
4. Register the business name with the Secretary of State and file the business name with Metro Deeds and Records. If the business is a sole proprietorship, filing of the business name is only necessary.

Office of the Secretary of State
The Capital Building
700 Capital Avenue
Suite 152
Frankfort, KY 40601
(502) 564-3490
www.sos.ky.gov

Metro Deeds and Records
Metro Hall
527 West Jefferson Street
Room 204
Louisville, KY 40202

5. Proof of registration with the Louisville Metro Revenue Commission.

Louisville Metro Revenue Commission
617 West Jefferson Street
Louisville, KY 40202
(502) 574-4860

6. Proof of tax ID number from the Kentucky State Revenue Cabinet.

Kentucky State Revenue Cabinet
600 Cedar Street
2nd Floor
Louisville, KY 40202
(502) 595-4512

7. If applicant is selling food and/or drink which are not pre-packaged, a permit will be needed from the Department of Health.

Louisville Metro Department of Health
400 East Gray Street
Louisville, KY 40202
(502) 574-6650

8. The vehicle license number, description, identification number, registration, and proof of insurance for all vehicles from which the applicant proposes to conduct business.
9. Applicant and anyone vending for the applicant will need a Mobile Vendor ID.

Vending is not permitted in Waterfront Park or in rights-of-way immediately adjacent to Waterfront Park without a License Agreement from the Waterfront Development Corporation. For more information on vending in Waterfront Park, please contact Waterfront Development Corporation at 502-574-3768 or Kelley.Runyon@louisvilleky.gov.

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444 South Fifth Street, Suite 200

Louisville, KY 40202-4314

502-574-3591

APPLICATION FOR FOODTRUCK / MOBILE VENDING PERMIT

☐ FOOD

☐ DESSERT

☐ CLOTHING/ NOVELTY

☐ PROFESSIONAL

NAME OF APPLICANT _____

D/B/A: _____

BUSINESS ADDRESS _____ ZIP _____

CONTACT PERSON _____

HOME ADDRESS _____ ZIP _____

BUSINESS PHONE _____ HOME PHONE _____

LOCATION(S) _____ EMAIL ADDRESS: _____

PLEASE ATTACH SEPARATE SHEET FOR MULTIPLE LOCATIONS (FOOD TRUCKS ONLY)

REVENUE COMMISSION NUMBER _____ KY STATE SALES & USE TAX NUMBER _____

HAS THE APPLICANT EVER BEEN DENIED A LICENSE OR HAD A LICENSE SUSPENDED OR REVOKED? YES _____ NO _____

****IF YES, PLEASE ATTACH A WRITTEN EXPLANATION****

LIST OF ITEMS TO BE VENDED _____

EQUIPMENT/ VEHICLE INFORMATION

TYPE OF EQUIPMENT/VEHICLE TO BE USED _____

LENGTH OF CART _____ DEPTH _____ HEIGHT W/O UMBRELLA _____ HEIGHT OF UMBRELLA _____

VEHICLE _____ **YEAR:** _____ **MAKE:** _____ **MODEL:** _____

INSURANCE INFORMATION _____

WILL YOU HAVE EMPLOYEES AT THE REQUESTED LOCATION? YES ____ NO ____

IF YES, PLEASE SPECIFY THE NUMBER OF EMPLOYEES AND THEIR NAMES: NUM OF EMPLOYEES _____

DOES THE APPLICANT HAVE ANY CRIMINAL CONVICTIONS WITHIN THE PAST 10 YEARS? YES _____ NO _____ IF YES, PLEASE LIST CONVICTION(S) AND DISPOSITION(S) _____

ATTACH A SEPARATE SHEET OF PAPER, IF NEEDED

LICENSEE HEREBY AGREES THAT IT WILL INDEMNIFY AND HOLD THE CITY OF LOUISVILLE, ITS OFFICERS, EMPLOYEES AND AGENTS HARMLESS FROM ANY AND ALL CLAIMS OF DAMAGE TO PERSON(S) OR PROPERTY WHICH MAY RESULT FROM THE ACTIVITIES PERMITTED HEREUNDER, AND SHALL, IF REQUESTED, FURNISH CORPORATE SURETY OR PROOF OF INSURANCE FOR SUCH INDEMNITY AND IN SUCH MANNER AND AMOUNT AS MAY BE DEEMED REQUISITE.

IT IS UNDERSTOOD THAT FOR REASONS OF SAFETY OR TRAFFIC FLOW, ANY LAW ENFORCEMENT OFFICER MAY MOVE LICENSEE OR HIS/HER AGENT FROM SPECIFIED LOCATION.

PERMIT APPLIED FOR AND ALL TERMS AND STIPULATIONS AGREED TO BY:

SIGNATURE _____

TITLE _____

DATE _____

REQUIRED CONDUCT:

Anyone granted any permit under the authorization of LMCO 115.350 to 115.999(K) including the 1999 Series Amendments thereto will be required to:

- A. Confine the permitted use to the specified area and not take more room for storage or other use than that which was permitted.
- B. Have visible to the public the issued vendor permit on the dispensing unit and vendor I.D. on the permit holder.
- C. At a minimum be dressed in shoes, shirt/blouse, pants or skirt. Dress in conformance with reasonable acceptable dress norms. The department will make the decision as to the appropriateness of the dress should the dress become an issue.
- D. Not allow the permitted location to sit idle. The department, at its option, may declare a stationary/sidewalk vendor permit void and treat the permitted location associated with it as vacated and eligible to be reassigned to another applicant should a permit holder allow sporadic use of a stationary/sidewalk vendor permit to occur. For purpose of this requirement, sporadic use will be defined as the stationary/sidewalk permit holder not being at the permitted location at a minimum of three days a week for four consecutive weeks, weather permitting. The cold weather months of November through March are an exception to the above requirement.
- E. Not alter the nature or location of the stated use of the issued permit. More specifically the vendor permit holders may not change to a location different from that which was stated on the application and approved upon issuance of the permit without approval of the department. Nor may they alter without the department's approval the intended use of the issued permit.
- F. Notify the department of intent to change affiliation with vendor permit holders and being issued a new vendor I.D. card.
- G. Not allow anyone to work or assist in the nature of the permitted activity that has not been issued a permit to do so by the department.

Anyone wishing to personally engage in vending, peddling, soliciting, selling, promoting, dispensing, distributing conveying any items or merchandise or offering to do any of the above acts as found in LMCO 115.350 – 115.999(K) will be required to apply for a permit to engage in that activity. The annual fees for these permits are:

| | |
|--|-------|
| Mobile Vendor Vehicle Permit | \$200 |
| Stationary/Sidewalk Vendor Permit | \$200 |
| Private Property Stationary Vendor Permit | \$200 |
| Private Property Stationary Vendor Permit I.D. | \$50 |
| Stationary/Sidewalk Vendor Permit I.D.: | \$50 |
| Mobile Vendor Permit I.D.: | \$50 |
| Solicitor/Peddler Permit I.D.: | \$25 |
| Temporary Vendor Permit (3days): | \$125 |
| Temporary Vendor Permit I.D. (3 days) | \$25 |

ANNUAL VENDOR PERMIT
STATEMENT OF INTENT AND UNDERSTANDING

The Louisville Metro Government through the Department of Codes and Regulations recognizes the positive benefits that could be derived by Louisville Metro, its citizens and an enhanced ambiance created by thoughtfully granted vendor permits. Moving toward achieving that goal, Louisville Metro recognizes the need to provide control and guidance of this area. It is the intent of Louisville Metro to regulate the activities mentioned in this area and to create an atmosphere in which the permit holder and Louisville Metro mutually benefit whenever possible.

All permits issued under this ordinance and these rules and regulations will expire on March 31st of each year. The permits may be applied for at any time of the year but all will expire on March 31st.

It is agreed and understood that any items that are available to the public for use, sale, display or conveyance not approved on the application and permit that is issued by the Department of Codes and Regulations will be subject to seizure without warrant by an investigator of the department. The intent here is to control the types of items to be distributed and to insure a competitive balance.

It is agreed and understood that any permit issued by the Department of Codes and Regulations under the authorization of LMCO 115.350 to 115.999(K) is conditional to the terms of the ordinance; the rules and regulations of the department; and the best interest of Louisville Metro. The department may modify, suspend, cancel, revoke or otherwise influence the terms of any issued permit.

Hold Harmless Clause: The Applicant will indemnify and hold harmless Louisville Metro, its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees resulting from the permitted activity. The applicant will indemnify and hold harmless Louisville Metro, its agents and employees for bodily injury, disease or death, or injury to or destruction of property, including the loss of use there from, and/or breach of contract that is not caused by any negligent act or omission of willful misconduct of Louisville Metro or its agents and employees acting within the scope of their employment.

The applicant ensures compliance with the following:

The observance of all applicable laws and ordinances;

Any stipulations or restrictions of the permit;

The applicant assumes all liabilities that may arise from the permitted activity.

I have read and understand the above and attached rules and regulations, terms, stipulations, required and prohibited conduct, and statement of intent and understanding. Upon issuance of the requested permit, I hereby agree to all terms and conditions mentioned herein.

Name/Signature

Date