

# **CITY OF BUFFALO - MOBILE FOOD VEHICLE APPLICATION**



65 Niagara Sq. City Hall Room 301 Buffalo, NY 14202  
Phone (716) 851-4078 / (716) 851-6583 Fax (716) 851-4952

**Food Truck License expires on April 1.**

## **COMMON COUNCIL REQUIRED**

**Type of Entity:**  Sole Proprietor  Corporation  Partnership  Limited Liability Company

**Corporation Name** \_\_\_\_\_ Business Phone ( ) \_\_\_\_-\_\_\_\_\_

**Business Name (dba)** \_\_\_\_\_ Business Fax ( ) \_\_\_\_-\_\_\_\_\_

Business Address (no PO Box) \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

NYS Tax ID # \_\_\_\_\_ Business Website \_\_\_\_\_ E-Mail \_\_\_\_\_

### **Information for applicant and each corporate officer**

**Applicant** (last, first) \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address: (PO Box not acceptable) \_\_\_\_\_

**Corporate officer** (last, first) \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address: (PO Box not acceptable) \_\_\_\_\_

#### **Include the following documentation:**

1. **Motor Vehicle Registration** from NYS MVD
2. **Valid Motor Driver's License** of each vehicle operator from NYS MVD
3. **Criminal background check** of the applicant and each corporate officer
4. **Erie County Health Permit**
5. **Insurances:** a) **Public Liability** b) **Food Products Liability** c) **Property Insurance**

Coverage of not less than \$1,000,000 per occurrence. Insurance coverage must contain proof of a thirty (30) day cancellation clause with the certificate holder as City of Buffalo/Office of Licenses, 301 City Hall, Buffalo, 14202.

6. **Worker's Compensation Insurance** or, if no employees, an Exemption Certificate at [www.wcb.state.ny.us](http://www.wcb.state.ny.us)
7. **FEE: \$800** (Renewed yearly at \$500.)

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

Commissioner of Deeds in and for the  
City of Buffalo, New York

#### **I AM AWARE OF THE FOLLOWING RESTRICTIONS:**

abide by parking/traffic laws; must operate from streets and public property and at least 100 feet from an open licensed food establishment; has a 'measuring wheel' with a capacity of no less than 500 feet; vehicle must be equipped with trash receptacles; permanently and prominently affix to the vehicle the issued decal; operate 500 feet away from a sanctioned Special Event; not valid in the special Downtown District. *I am aware of the obligation to provide timely notice of any change in required information.*

For office use only
App No _____
Medallion # _____
Date issued: _____

As an authorized agent of the entity identified above, I certify the information on this form is true, correct, complete and current to the best of my knowledge and belief.

**Name and signature of applicant and each corporate officer**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# **CITY OF BUFFALO – LICENSE APPLICATION**

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## **MOBILE FOOD VEHICLE INSTRUCTIONS**

### **REQUIREMENTS**

#### **MOBILE FOOD VEHICLE ("MFV")**

**A commercially manufactured, self-contained, motorized mobile food unit in which ready-to-eat food is cooked, wrapped, packaged, processed or portioned for service, sale or distribution.**

1. **Motor Vehicle Registration** from NYS Motor Vehicle Department
2. **Valid Motor Driver's License** of each vehicle operator from NYS Motor Vehicle Department
3. **Criminal background check** of the applicant and each corporate officer.
4. **Erie County Health Permit**
5. **Insurances:** Coverage of not less than one million dollars (\$1,000,000) per occurrence.  
All insurance coverage must contain proof of a thirty (30) day cancellation clause with the certificate holder as City of Buffalo and Office of Licenses, 301 City Hall, Buffalo, NY 14202.
  - a) Public liability
  - b) Food products liability
  - c) Property insurance
  - d) Worker's Compensation Insurance **or** a Exemption Certificate when there are no employees.
6. Provide a **PHOTO** of food truck
7. **FEE:** \$800
8. **COMMON COUNCIL REQUIRED**

After your application is accepted, a fire inspection approval is required. (Office of License processes it.) Common Council approval is also required, which the Office of License will process.

### **RESTRICTIONS**

1. Must operate at least 100 ft from an open licensed food establishment.
2. Must abide by parking/traffic laws.
3. Must carry on the vehicle a 'measuring wheel' with a measuring capacity of no less than 500 ft.
4. Vehicle must be equipped with trash receptacles.
5. Must operate 500 ft away from a sanctioned Special Event
6. Not valid in the Special Downtown District.
7. Not valid to operate a mobile food truck on private property (must obtain a Stationary Peddler's License)