



## MOBILE FOOD TRUCK PERMIT AND LICENSE

If you are interested in operating a food truck in any of the yellow areas indicated on the City's Food Truck Operating Areas map\*, you must first obtain a City-issued food truck permit (mayorality permit) and an occupational license. This guide will help you understand how to apply, and if you are approved, what general requirements you will need to abide by.

*\*The referenced map is for guidance purposes only. The City shall provide an applicant the specific type of application (permit or franchise) for a specific area.*

### **PREREQUISITES FOR APPLICATION:**

The application process begins with the City's One Stop for licenses and permits, which is located on the 7<sup>th</sup> floor of City Hall (1300 Perdido Street). Along with a completed application, on forms provided by the City, you must also have all of the documents, certifications and inspections listed below. No application shall be processed until all required documentation is received. No applicant is guaranteed a Permit.

- A copy of the mobile food truck's valid registration with the Louisiana Department of Motor Vehicles. All trucks must be registered in the State of Louisiana.
- A copy of automobile insurance for the mobile food truck, providing insurance coverage for any automobile accident that may occur while driving on the road.
- A copy of your commercial general liability insurance coverage policy with liability coverage of at least \$500,000, naming the City as an insured party, providing insurance coverage for any accident that may occur while selling your food and conducting your business on the public rights-of-ways. This coverage must be valid at the time of application and throughout the year when the permit is valid. The official address of the City for insurance purposes is 1300 Perdido St., New Orleans, LA 70112.
- All approvals, inspections, and certificates required by the State Department of Health and Hospitals. For questions regarding the State Health requirements, please call 504-568-7970.
- All approvals, inspections, and certificates required by the New Orleans Fire Department. For questions regarding Fire requirements, please call 504-658-4000.
- A photo of the mobile food truck indicating the dimensions. No mobile food truck can exceed 26 feet in length or 8 feet in width. PLEASE NOTE: only 2 axle, self-propelled vehicles qualify for this permit. Trailers do not qualify unless you held a valid mobile vendor permit prior to July 2013.
- A copy of your valid Louisiana Driver's license.

You will also need to obtain an occupational license, which allows you to do business in New Orleans, in addition to the food truck permit (mayorality permit), in order to lawfully operate your food truck. Applying for and receiving this license is part of the permit application process, be sure that both items are included when you receive your permit.

Any driver of a food truck must possess a valid Louisiana Driver's license, as required by State law, and any

### **ANTICIPATED FEES/COSTS:**

- A non-refundable application fee of \$50.00;
- If approved, a food truck permit (mayorality) fee of \$400.25, which shall be renewed annually;
- If approved, an occupational license fee of \$150.00, which shall be renewed annually;
- If approved, a \$50.00 sales tax deposit;
- A \$5.00 I.D. card fee per card; and
- Any other applicable fee that may apply.

## **FACTS AND REGULATIONS FOR PERMITTED MOBILE FOOD TRUCKS**

- Food Truck permits and licenses expire on December 31<sup>st</sup> and renewals are required by January 31.
- As of January 1, 2014, there is a limit of 100 mobile Food Truck Permits per calendar year. No permit shall be issued until the City receives and approves a completed application.
- There is **no proximity restriction from restaurants** for food trucks.
- Licenses and permits must be displayed and affixed to the front windshield in the lower corner on the passenger side.
- Vendors must obey all applicable parking, traffic and vehicle safety laws, regulations, and restrictions. **This includes the feeding of parking meters.**
- Trucks **can remain in one location no longer than 4 hours.**
- Trucks may only sell food; no other goods, wares, or other items may be sold.
- **Mobile food trucks may not operate:**
  - Within 20 feet of any intersection;
  - Within 20 feet of any stop sign, flashing beacon, yield sign, or other traffic control signal located on the side of a roadway;
  - Within 3 feet of any public or private driveway, wheelchair ramp or bicycle ramp;
  - In any manner that impedes an exit or entrance of an operating building.
- **No vendor may sell alcoholic beverages**, controlled substances, or any other illegal item.
- **No furniture**, or any other objects can be placed in the street, sidewalk, or any right-of-way, except a trash receptacle.
- **All vendors must provide a trash receptacle** within three feet of the front or back of the truck on a public street.
- **All vendors must keep a 50 foot radius around the truck clean** during operation and upon ceasing operation.
- **No horns, amplification systems, or other sound-producing devices or music systems** which can be heard outside of the truck may be used.
- **No third party advertising** may be displayed on any mobile food truck.
- No permit is valid in any area of the City that is the color blue on the City's Food Truck Operating Area's map. If you desire to operate in a blue area, you must obtain a Franchise, approved by the City Council. If this is your desire, please see the Quick Reference Guide titled "Food Truck Franchises in New Orleans."
- In addition to not being able to operate in any blue area on the City's Food Truck Operating Area's map, the following areas and times are also **prohibited**:
  - The entirety of the Vieux Carre (French Quarter), bounded by: Iberville Street, the Northbound side of North Rampart Street, Esplanade Avenue and the Mississippi River;
  - The entirety of the Faubourg Marigny, bounded by Esplanade Ave., N. Rampart St., up to but not including both sides of Elysian Fields Ave., and the Mississippi River;
  - Within two blocks of any elementary or secondary school when school is in session;
  - During the Mardi Gras Season in the locations governed by sections 34-34 et. seq.;
  - During the Annual New Orleans Jazz and Heritage Festival Season within the area bounded by Florida Avenue on the north, North Broad Avenue on the east, Esplanade Avenue on the south, and Bayou St. John on the west (excluding the portion of that area contained within the exterior boundaries of the New Orleans Fair Grounds Racetrack) commencing at 7:00 a.m. on the first day of live music performances and continuing through and until 11:59 p.m. on the concluding day of live music performances;
  - In a clean zone as authorized by an ordinance adopted by the Council; and
  - When the City requires the use of its public right-of-way to facilitate projects or events within the right-of-way.

**IMPORTANT:** Mobile food truck means a **double-axle vehicle that is completely mobile** with no permanent fixed location, the vendor of which prepares all or most of its victuals on board the vehicle to serve or distribute to customers, in a form suitable for immediate ingestion or consumption.

To the right, two examples are shown.

The example with the check mark is acceptable

No new licenses may be issued to trailers, which are self-propelled.

