



CITY OF CLEVELAND
Mayor Justin M. Bibb

**Instruction Sheet
for
Mobile Food Shop Manager**

City of Cleveland
Division of Assessments and Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: (216) 664-2264

Hours of Operation:
8:00 a.m. to 4:30 p.m. Weekdays

DALLlicenses@clevelandohio.gov

When do you need a Mobile Food Shop Manager Identification Badge?

A Mobile Food Shop Manager Identification Badge is required for the individual with the primary responsibility and authority for operating a mobile retail food establishment or mobile food service operation as defined in Ohio Revised Code Chapter 3717. Every mobile food shop manager on duty must have on his or her person this photo identification badge. Only one (1) person is required to have an ID badge while the mobile food shop is in operation.

This is an annual license that expires on July 31st of every year.

City of Cleveland Codified Ordinance §241 Food Shops.

City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.

You may apply for this license in-person or by mail:

In Person:

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Bring the correct fee as listed below. Acceptable forms of payment are money orders, checks, debit/credit cards and cash.

By Mail:

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Make copies of all documentation.
3. Complete the enclosed application in its entirety and sign (print legibly using blue or black ink).
4. Mail the completed application, supporting documentation and applicable fee as listed below to the Division of Assessments and Licenses at the address listed above in the top right-hand corner. Acceptable forms of payment for mailed applications are Money Orders and Checks (DO NOT SEND CASH OR CREDIT CARD INFORMATION IN THE MAIL).

What to bring or submit to the Division of Assessments and Licenses:

Renewal Applicants (Licensed 2019 – 2022)

1. Completed and signed application.
2. A copy of current and valid government issued identification.
3. A copy of the current year's permit for the Mobile Food Shop in which you will operate issued by the Division of Assessments and Licenses.
4. Fee of \$60.00. Fees are payable by cash, check or credit card. This fee is non-refundable. Make checks payable to the City of Cleveland

New Applicants (For Mail-In Customers Only)

1. All of the requirements listed above.
2. A USB Flash Drive containing one (1) picture of each applicant. The photos submitted must meet the following minimum requirements in order to be processed:
 - Saved as a JPEG (.jpg) file in the following format (Last Name, First Name);
 - Can't be older than six (6) months;
 - In color;
 - Must show a clear, front view, full face of the person;
 - No hats or dark glasses permitted; and
 - The applicant's head must be centered in the photo, side or angled views are not accepted.

Please note that flash drives will not be returned when submitted by mail.



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Mobile Food Shop Manager Application

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Date:	Type: (Circle One) New - \$60.00 Replacement - \$10.00 All Fees are Non-Refundable
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SECTION A - APPLICANT INFORMATION

Name:	Current Manager ID Badge # (if any):		
Address:			
City:	State:	Zip:	
Telephone #:	Email:		
Date of Birth:	Social Security Number:		
Eye Color:	Hair Color:		
Weight:	Height:	Gender: <input type="checkbox"/> Male	<input type="checkbox"/> Female

SECTION B - CORPORATION / BUSINESS INFORMATION

Name of Business or Corporation:	Mobile Food Shop Permit #:		
Name of Owner or Manager:			
Address:			
City:	State:	Zip:	
Telephone #:	Email:		
Description of vending device or temporary structure:			
Detailed description of products sold, offered or displayed:			

SECTION C - DECLARATION

I declare under penalty of perjury that the above information is true and correct. I understand that if this information is found to be fraudulent, the license/permit issued in association with this statement will be revoked. Applicant hereby acknowledges that he/she has read and understands Codified Ordinance Chapter §241 (Mobile Food Shops) and understands the obligations under these Codified Ordinances.

SIGNATURE OF APPLICANT