

MOBILE FOOD VENDOR PERMIT APPLICATION

The following guidelines for completion of the Mobile Food Vendor Permit will help ensure that all of the necessary documents required by the Village of West Liberty are included. This application is for a single vendor and expires on December 31 of the year the permit is approved. A vendor with multiple vehicles will require multiple permits.

Turn in the completed application and all supporting documents to the Village Clerk's Office located at 201 N. Detroit St. West Liberty, Ohio 43357. Questions about this form or the submission process may be directed to the Village Clerk's Office at (937)465-2716.

Applications must be submitted in person.

COMPLETE & SUBMIT THE FOLLOWING:

- Mobile Food Permit Application
- Non-Refundable Application Fee. \$25 non refundable application fee required upon date of application

- Permit Fee (See Below)
 - \$5.00 Single Day Permit
 - \$10.00 Single Day Monthly (June, July, August Only)
 - \$30.00 Unlimited Days Monthly (June, July, August Only)
 - \$100.00 Unlimited Days Yearly (Jan 1- Dec 31)

- Current copy of applicants State of Ohio Mobile Food Vendor's License (Front & Back)

- Proof of Liability Insurance

- Written plan for power and water if not specified on applicants State of Ohio Mobile Food Vendor License.

- Read and Comply with all fire safety regulations for Food Trucks listed at [www.com.ohio.gov/fire/Technical Bulletins.aspx](http://www.com.ohio.gov/fire/Technical%20Bulletins.aspx)