



CITY OF BOWLING GREEN OHIO

Mobile Food Vendor Permit Application

Compliance with Chapter 113 of the Bowling Green Codified Ordinances

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

Prior to submitting an application, the Income Tax Questionnaire and Fire Inspection must be completed. Turn the completed application and all supporting documents into the Office of the Municipal Administrator located on the 2nd Floor of the City Administrative Services Building, 305 N. Main Street, Bowling Green, Ohio 43402. Questions about this form or the submission process may be directed to the Municipal Administrator's Office at bgcity@bgohio.org or (419) 354-6204.

Applications must be submitted in person.

COMPLETE & SUBMIT THE FOLLOWING *(Codified Ordinance 113.04):*

- Mobile Food Vendor Permit Application. The application is available online www.bgohio.org under Departments/Municipal Administrator/Permits.
- Income Tax Questionnaire—this must be completed with the Income Tax Commissioner's signature on page 3, which may be obtained in the City Income Tax Office located at 305 N. Main Street, Bowling Green, Ohio.
- Permit Fee. A \$100.00 non-refundable check for each applicant/vendor payable to "City of Bowling Green" upon date of application. *(Codified Ordinance 113.04; 35.70)*
- A current copy of applicants State of OH Mobile Food Vendors License (front and back)
- Proof of Liability Insurance (minimum \$1,000,000)
- Written plan for power and water if not specified on applicants State of OH Mobile Food Vendor License
- Read and comply with all fire safety regulations for Food Trucks listed at https://www.com.ohio.gov/documents/fire_TB19-001-OhioRegsreMobileFoodUnitsswCK%202017posterrata.pdf
- Schedule Fire Safety inspection with Bowling Green Fire Division—call 419-352-3106.

It is recommended applicants print and review **Chapter 113**, available at www.bgohio.org under Codified Ordinances, and become familiar with the requirements of the laws to potentially assist them as they may prepare to conduct business in Bowling Green.

No signs may be placed in the public right-of-way.



Permit #: _____
Application Date: _____
To be completed by staff
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APPLICANT INFORMATION:

Name of Applicant: _____

Phone Number: _____

Home Address (street, city, state, zip) : _____

Email: _____

NAME OF AGENT: *(Please complete if the individual on-site in Bowling Green will be different than applicant.)*

Name of Agent(s): _____

Phone Number(s): _____

COMPANY INFORMATION:

Company Name Applicant is Employed by: _____

Company Phone Number: _____

Address of Company Applicant is Employed by: _____

Type of Business/Company: _____

List Products or Goods to be sold: _____

Sale Location (mark all that apply)

☐ Parked on street selling from vehicle

☐ Other (specify address or description) _____

MOTOR VEHICLE USED TO TRANSPORT GOODS

Make of Vehicle: _____

License Number: _____

License State: _____

VIN: _____

APPLICANT QUESTIONNAIRE

Does the applicant have a fixed place of business in Bowling Green? YES ___ NO ___

Is the product to be sold one that was raised or manufactured by the applicant or his agent? YES ___ NO ___

Is the product being sold by sample only? YES ___ NO ___

Does your State of Ohio Mobile Food Vendors License specify your plan for power & water? YES ___ NO ___

- Date _____ Signature _____ Title _____



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INCOME TAX REQUIREMENT

Applicant must register in person in the office of the City Income Tax Commissioner, 304 North Church Street, Bowling Green, Ohio, and furnish all requested.

I hereby confirm that _____ has registered in person and has furnished all necessary information.
(Name of Applicant)

City Income Tax Commissioner Signature date

FEES Permit Fee: \$100.00 non-refundable per person/applicant payable to "City of Bowling Green" upon date of application. *(Codified Ordinance 113.04; 35.70)*

Receipt: Receipt #: _____ Total Paid: _____ Date Issued: _____

REQUIRED DOCUMENTS

- ☐ Completed Mobile Food Vendor Permit Application
- ☐ Copy of current/valid State of Ohio Mobile Food Vendor License (front and back)
- ☐ Proof of registration with City of Bowling Green Income Tax Division
- ☐ Proof of current liability insurance of at least \$1,000,000.00
- ☐ Plan for power and water *(if not specified on OH license)*
- ☐ Paid License Fee
- ☐ Successful Fire Safety inspection

I hereby agree that if a permit is issued to me that I will comply fully and appropriately with the provisions of the Bowling Green Codified Ordinances Chapter 113 and all other applicable ordinances. Upon approval I will display the permit in the vehicle registered with the City of Bowling Green. Approved permits expire on December 31st of the calendar year issued.

As of _____ (date) I have read and am in compliance with all fire safety regulations posted for Food Trucks listed at www.com.ohio.gov/fire/TechnicalBulletins.aspx.

Printed Name of Applicant: _____ Signature of Applicant: _____
Date: _____

This section to be completed by Bowling Green City Staff

FIRE DIVISION CERTIFICATION

The above Mobile Food Vendor passed a Fire Safety inspection.

Inspector Name Signature Date

AUTHORIZATION OF MUNICIPAL ADMINISTRATOR

Upon review of this application and confirmation of the foregoing statements, I hereby ☐ approve or ☐ deny the applicant as a MOBILE FOOD VENDOR - PEDDLER - SOLICITOR - ITINERANT MERCHANT to conduct business in the City of Bowling Green in accordance with all the requirements of Chapter 113 and/or other requirements of the Bowling Green Codified Ordinances. I hereby authorize the issuance of the required permit from this office.

Municipal Administrator date

Permit Expires December 31, _____ *(Calendar Year in which it was issued)*

Date permit was picked up _____

Office Staff who completed issuance _____

Revised: Aug 2021