

INSTRUCTIONS TO APPLICANT

FOR FOOD TRUCK LICENSE -PURSUANT TO LOCAL LAW NO. 2 OF THE YEAR 2026

Anyone wishing to operate a Food Truck, cart, trailer or van in the Town of Colonie (outside the Villages of Colonie and Menands), must have a valid permit issued by the Town Clerk

A non-refundable permit application fee shall be submitted to the Town Clerk together with the application for consideration containing all of the following:

For all Food Truck Applicants

- ☐ Completed application- Applicant is to answer all questions set forth in the application
- ☐ Photocopy of applicants drivers license
- ☐ Photocopy of vehicle registration and Insurance
- ☐ Affirmation of Good Moral Character
- ☐ Appropriate fee:
\$150.00 for the truck, cart, trailer or van being utilized for the food sales

Additional for Food Trucks with applicances that generate smoke or grease-Laden vapors:

- ☐ Exhaust Hood annual inspection report
- ☐ Fire Suppression system annual inspection report

Additional for Food Trucks with lp-gas or cng:

- ☐ Food Truck LP-Gas Inspection Affidavit (Attachment 2)

All Applicants

1. Instruction as to "Reliable References": In lieu of the names of references, any other evidence as to the good character and business responsibility of the applicant and which will enable the Town Clerk to properly evaluate such character and business responsibility will be acceptable
2. Once completed applications have been submitted to the Office Town Clerk, Food Truck Vendors may be contacted by the Town of Colonie Building & Fire Services department for the scheduling of inspection in connection with the Operating Permit of the Food Truck.
3. Upon approval, A permit for the vehicle will be issued by the Office of the Town Clerk. Food Truck Vendors will be provided a sticker to be displayed from the vehicle used by the permit holder which must be conspicuously displayed and visable from the exterior of the food truck

Food Truck Vehicles

1. **Exhaust Hoods-** Properly installed and maintained, copy of hood cleaning inspection report must be provided

2. **Fire Suppression System**-Installed and maintained. Copy of fire suppression inspection report must be provided.
3. **Fire Extinguishers** – Minimum of 1 fire extinguisher (10 lb. ABC or larger). If combustible cooking medium (vegetable or animal oil / fat) at least 1 Class K fire extinguisher is required in addition to the ABC extinguisher. Fire extinguishers must be readily available in the vehicle, have a current inspection tag (within 12 months) attached and appear to be in good working order.
4. **Wheel Chocks** – must be used to prevent vehicle and any temporary/wheeled/mobile cooking unit from moving once in place
5. **Fryers** – All grease fryers shall have a lid to prevent the oil vat from spillage of cooking oil while vehicle is in transit. This lid shall be secured at all times the vehicle is in motion. Disposal of used cooking oil shall only be in suitable metal containers or those, if provided, on site. Baffles shall be provided between open flame cooking appliances and fryers if adjacent to each other.
6. **Carbon Monoxide Detectors** - shall be installed within Food Truck. Propane Gas detection is recommended.
7. **Extension cords** are used only with portable appliances not used in place of permanent wiring
8. **Generators** – Shall be in a safe working condition, shall be grounded in an approved manner. Fuel tanks shall be filled to the capacity needed for uninterrupted operation during normal operating hours. Refueling of internal combustion engine power sources shall be permitted only when the generator and internal combustion power sources are not in use, refueling of internal combustion engines shall not be permitted during cooking operations. Fuel shall be stored in approved flammable liquid safety container.

Attachment 2- Food Truck LP-Gas Inspection Affidavit

This affidavit must be completed and submitted for Food Trucks equipped with LP-Gas or CNG systems only.

Section 319.10.3 Fuels Gas Systems of the 2020 Fire Code of New York State states. LP-gas containers installed on the vehicle and fuel-gas piping systems shall be inspected annually by an approved inspection agency or a company that is registered with the U.S. Department of Transportation to requalify LP-gas cylinders, to ensure that system components are free from damage, suitable for the intended service and not subject to leaking. CNG containers shall be inspected every 3 years in a qualified service facility. CNG containers shall not be used past their expiration date as listed on the manufacturer's container label. Upon satisfactory inspection, the approved inspection agency shall affix a tag on the fuel gas system or within the vehicle indicating the name of the inspection agency and the date of satisfactory inspection.

This affidavit, section 1 and 2, must be completed annually and forwarded to the Town of Colonie Fire Services in order to operate a Mobile Food Preparation Vehicle (Food Trucks) in the Town of Colonie.

Section 1: - Vendor Information

Vehicle (Business) Name:

(add Unique Identifier for companies with multiple vehicles)

Responsible Party:

Business Address:

Phone #:

Email :

Section 2: - Inspection Company Information

Inspection Company:

USDOT# :

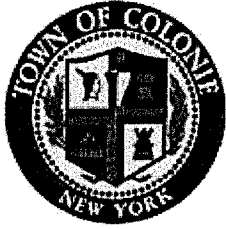
Address:

Phone #:

Email:

Name of Inspector:

Inspector Signature:



AFFIRMATION OF GOOD MORAL CHARACTER

Applicant Name: _____

Business Name: _____

1. That I am an employee and/or volunteer of the above-referenced business and I have been so in good standing for _____ year(s)/months immediately prior to the date hereof.
2. That the undersigned is familiar with the provisions of the laws of the State of New York, the County of Albany, the Town of Colonie and the N.Y. State regulations pertaining to the conduct of business and sales.
3. I hereby declare that I am a person of good moral character.
4. Affiant makes this Affirmation knowing that the above-named municipality relies upon the truth herein in issuing the license to the above-named organization.

I affirm, under the penalties of perjury under the law of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

Print Full Legal Name

Signature

Date