

The Village of
GRAND RAPIDS
Ohio

Guidelines for Completion of Mobile Food Truck Permit Application

Obtain the Application from the Village of Grand Rapids

Administration Office contact 419-832-5305 or email information@grandrapidsohio.com

Online: www.grandrapidsohio.com

Complete the Application in full and supply the below information, which includes:

Copy of Ohio Health Department License

Copy of Certificate of Liability Insurance

Location/Address where Food Truck will be parked

(update the Village if location changes throughout the year)

Permit Fee - \$25.00 Check payable to "Village of Grand Rapids"

Applications are for single Food Trucks. Food Truck operators agree to abide by the Village of Grand Rapids Food Truck Policy.

Turn the application and all documents into the Village Administration Office located at 17460 Sycamore Road Grand Rapids, Ohio 43522, 24-hour drop slot is available or email them to information@grandrapidsohio.com. Please allow 30 days to go through the approval process.

Village of Grand Rapids Food Truck Policy

Definitions:

- (a) “Food” shall mean a raw, cooked or processed edible substance, ice, beverage or ingredient used or intended for use or for sale in whole or part for human consumption.
- (b) “Food truck” means a vehicle or vehicle and trailer propelled by an engine which has been specifically designed or used for mobile food vending.
- (c) “Food truck permit” shall mean the permit issued by the Village of Grand Rapids Council.
- (d) “Mobile Food Service License” means the official document issued by the Wood County Health Department, or a permit issued by the health department whereby the food truck originates from.

Food Truck Permit:

Food Truck operators shall apply annually for and receive a Food Truck Permit through the Village of Grand Rapids. The Village Administrator will process permits for private property. Village Council will process permits for public property and the Village Administrator will sign-off once action is taken. The fee for the annual Food Truck Permit shall be \$25.00. The permit runs from January 1 of the current calendar year when applied, through December 31st.

License and Permit Requirements for Operation:

- (a) No person shall offer for sale any food from any food truck within the Village of Grand Rapids (public or private property) without a current and valid Food Truck Permit and Mobile Food Service License.
- (b) A Food Truck permit must be obtained by the operator of any food truck before the food truck may operate within the Village of Grand Rapids.
- (c) Food Truck Permit and Mobile Food Service License shall be visibly displayed on the food truck during all times of operation within the Village of Grand Rapids.
- (d) All Food trucks shall be subject to inspection during operation by the Village and/or any other health/safety agencies.
- (e) All Food truck operators must have an insurance policy on file with the Village of Grand Rapids prior to operation within the Village.

General Requirements:

- (a) All food trucks operating in the Village of Grand Rapids must keep the surrounding area immediately adjacent to the food truck clean and must dispose all waste generated from the operation.
- (b) All food trucks must be constructed to internally store and contain all sewage and waste water for proper disposal and to prevent ground water contamination. There shall be no discharge of any sewage and waste water onto the ground or into any storm water or sanitary sewers within the Village.
- (c) No food truck shall utilize loud speakers inconsistent with the Village’s noise ordinance(s).
- (d) All food trucks shall follow the Ohio Regulations Regarding Mobile Food Units (TB 19-001)

Operation in Village owned Right-of-Way:

- (a) Food truck operators are prohibited from parking or operating in the public right of way or upon any Village property, unless with prior authorization from the Village of Grand Rapids Council.

Products for Sale:

Food Trucks shall only offer for sale food and beverage.

Penalty: Whoever violates any provision of this chapter will be assessed and monetary fine of \$100 and/or a one-year suspension from operating within the Village of Grand Rapids, Ohio.



VILLAGE OF GRAND RAPIDS

MOBILE FOOD TRUCK PERMIT APPLICATION

APPLICANT INFORMATION:

Name: _____

Phone Number: _____

Home Address: _____

Email: _____

NAME OF AGENT: (Please only complete if the individual on-site in Grand Rapids will be different than the applicant)

Name of Agent: _____

Phone Number: _____

FOOD TRUCK INFORMATION:

List of Products or Goods to be sold:

Location in Grand Rapids whereby vehicle will be parked:

VEHICLE INFORMATION:

Make of Vehicle: _____

License Number: _____

License State: _____

VIN: _____

MOBILE FOOD SERVICE LICENSE:

Has Applicant applied for and received a license from a Health Department in Ohio?

Y / N

I HEREBY CERTIFY that the information provided in this form is complete, true and correct to the best of my knowledge. FURTHER, I HEREBY ACKNOWLEDGE that I have read and understood the Village of Grand Rapids Food Truck Policy.

Signature

Print Name

Date



VILLAGE OF GRAND RAPIDS

MOBILE FOOD TRUCK PERMIT

_____ Copy of license from a Health Department in Ohio.

_____ Copy of insurance policy on file with the Village of Grand Rapids (minimum liability of \$1,000,000)

_____ \$25 Payment received for permit.

Upon review of this application and confirmation of the foregoing statements, I hereby _____ approve or _____ deny the applicant as a Mobile Food Vendor to conduct business in the Village of Grand Rapids.

Village Administrator

Date

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

Please display in your Food Truck.