



<input type="checkbox"/> Approved
<input type="checkbox"/> Denied (See Comments)
Staff: _____
Date: _____
Permit #: _____
Permit Expiration: _____

## CITY OF JACKSONVILLE, NC Food Vendor (mobile) Application

Name of Business \_\_\_\_\_

Owner of Business \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Commissary: \_\_\_\_\_ Phone: \_\_\_\_\_

Commissary Address: \_\_\_\_\_  
Street City State Zip Code

Where is the Truck/Trailer Regularly Stored: \_\_\_\_\_

VIN: \_\_\_\_\_ License Plate: \_\_\_\_\_

**ALL FOOD VENDORS (MOBILE) SHALL ABIDE BY ALL APPLICABLE REGULATIONS FOUND WITHIN THE CITY OF JACKSONVILLE UNIFIED DEVELOPMENT ORDINANCE. REGULATIONS SPECIFIC TO FOOD VENDORS CAN PRIMARILY BE FOUND IN ARTICLE 4.3 ACCESSORY USE STANDARDS.**

### **Section 4.3 C 5 Food Vendor (mobile).**

**Food vendors shall comply with the following standards, failure to do so can result in the revocation of the Food Vendor permit:**

- 1) Food vendors may only set up on property that is zoned Corridor Commercial (CC) or Industrial (IND). Zoning information should be obtain through City sources only (Planning Staff, City of Jacksonville GIS);
- 2) There shall be a maximum of one food vendor per lot except in accordance with a City-sponsored or other special event;
- 3) Any Food vendor shall be at least 250 feet from any other parcel containing: 1) a food vendor, 2) a low density, medium density, high density residential or downtown residential zoning district, and or 3) a restaurant;
- 4) Permanent alterations to the site are prohibited;
- 5) Food vendors are prohibited within the public right of way, on public sidewalks, landscape areas or within required parking (unless the principal business is closed), except in accordance with a City-sponsored or other special event;

- 6) Food vendors shall not obstruct pedestrian or vehicular travel ways;
- 7) Operation of food vendors shall be limited to the hours of 6:00 AM to 2:00 AM or the hours of principal use, if less;
- 8) The food vendor area shall be swept and cleaned daily;
- 9) Each vendor shall provide trash receptacles of sufficient size to meet the needs of the business. Receptacles shall have their contents disposed of properly and sanitized on a daily basis;
- 10) Food vendors shall not utilize any source of exterior lighting for the purposes of advertising the use. Any exterior security type lighting shall be dark sky compliant;
- 11) Food vendors shall comply with North Carolina Health Department Standards;
- 12) Food vendors may only be placed on private property with written approval (notarized) of the property owner. Documentation shall be displayed in plain view at all times;
- 13) Food vendor signage is limited to:
  - 14) Up to one 5' x 5' "A" frame sign within 20 feet of the food truck/trailer/cart;
  - 15) Signage that can be placed on the food vendors truck/trailer/cart including back lit menu boards. No signage may be placed above the height of the food vendors truck/trailer/cart;
  - 16) Programmable electronic message center signs are prohibited; and
  - 17) All other signage is prohibited including LED, rope or strings of lights.
- 18) Shall obtain a City of Jacksonville Food Vendor permit (annual) to operate within the City limits and or Extraterritorial Jurisdiction. A copy must be displayed and in plain view at all times. In conjunction with the permit process, the equipment shall be inspected and approved by the Jacksonville Fire Department;
- 19) Shall not obstruct and be at least 15 feet away from all fire hydrant(s);
- 20) All kitchen equipment shall be inspected and in proper working condition (ex: hood system);
- 21) Amplified or audible sounds/devices are prohibited (generator exempt from this standard);
- 22) Outdoor seating is prohibited unless outdoor seating already exists for the principal use and occurred with all appropriate permits; and
- 23) All Food trucks/trailers/carts, equipment, trash receptacles, and all other items shall be removed daily.

The City Manager reserves the right to temporarily suspend food vendors permits during times of special events.

**\*A permit is required per unit and is non-transferrable.**

**I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND ALL OF THE CRITERIA MENTIONED ABOVE. I FURTHER UNDERSTAND THAT ANY VIOLATION OF ANY SECTION HEREIN SHALL CAUSE THIS PERMIT TO BE NULL AND VOID.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**THE BUSINESS OWNER(S) SHALL PROVIDE AN IDENTIFICATION CARD, DRIVERS LICENSE OR UTILITY BILL ALONG WITH THIS APPLICATION. THE APPLICATION FEE IS REQUIRED UPON SUBMISSION OF THE APPLICATION. ADDITIONAL PERMITS (CITY, COUNTY, STATE) MAY BE REQUIRED IN ORDER TO OBTAIN AN APPROVAL OF A FOOD VENDOR (MOBILE) PERMIT.**

\*\*\*\*\*  
FOR OFFICE USE ONLY – DO NOT WRITE BELOW THESE LINES  
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Planning Approval By \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Approval By \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**After approval from the permitting office, notification will be made to Jacksonville Fire & Emergency Services (J.F.E.S.) Fire Marshal's Office for the purpose of completing a fire inspection and placing an annual compliance sticker on the vehicle. Members of the Fire Marshal's office will make contact with the applicant and a mutually agreed time and location for the inspection of the vehicle will be provided to the applicant before the inspection is to be completed.**

**Required items:** The following is a list of items that **SHALL** be provided and approved at the time of the inspection. Failure to comply with the noted items will result in a failed inspection and failed approval for operation.

- ✓ Fire extinguishers that have been serviced annual that comply with the operations of the vehicle
  - 5 lbs ABC extinguisher for general use
  - Class K for commercial fryers located inside or outside the vehicle
  - Filters must be cleaned periodically- From filters to roof fan
- ✓ Operational electrical system free of any electrical hazards
  - No open junction boxes
  - No missing cover plates
  - No damaged wiring to equipment
- ✓ Site plan documenting the normal site plan operations (prefer an approved site plan if one exists. Aerial photo may also be acceptable)
  - Location of generator and spacing from the vehicle (if any)
  - Generator refueling methods
  - Notations for plans to not block fire hydrants, fire lanes, etc

**Recommended Items:** The following is a list of industry best practice items that will be evaluated and discussed at the time of the inspection. Recommendations may be made but not enforced based off the operations being performed.

- ✓ LP Gas – Liquefied Petroleum
  - Need to be vented
  - Maximum size: 200 lbs

- LPG tanks serving vehicles and commercial systems need to meet NFPA 58
- Piping, valves and fittings - Protection from tampering, vibration and impact damage
- A listed LP Gas alarm needs to be installed in vehicle in the vicinity of LP gas components, shall be installed in accordance with manufactures specifications
- ✓ CNG- Compressed Natural Gas-
  - Max size 1300 lbs water capacity
  - Securely mounted in order to prevent movement, installed per NFPA 52
  - Containers shall not be installed in locations subject to a direct vehicle impact
  - Containers shall be a NGV-2 cylinder
- ✓ Methane alarm in the vehicle per manufactures specifications
- ✓ Cooking oil storage-
  - No more than 120 gallons of storage for metallic tanks
  - 200 gallons for nonmetallic tanks.
  - Shall be secured during transport
- ✓ Commercial Hood systems-
  - Commercial exhaust system – Provide proof that the exhaust system has been inspected by 3<sup>rd</sup> party vendor for cleaning based off of:
    - Normal cooking operations – every 6 months
    - Solid fuels (wood) – monthly
  - Fire protection systems
    - 6-month inspection of fire protection systems