



City of Keystone Heights

Mobile Food Vending Permit Application

Instructions: Incomplete applications will not be accepted. Submit a **minimum** of 4 weeks prior to the desired start date. (IAW 11-52(g)(12))

Applying for Mobile Food Vendor Permit:

- ☐ \$250 Application
- ☐ \$150 Renewal Application (Submitted Prior to Expiration and Basic Updated Information is Included)

Mobile Food Vendor Information

Owner Name	
Mailing Address	
Phone Number	
Email	

Business Information

Name of Business	
Mailing Address	
Federal Employer Identification Number (FEIN)#	
Florida Department of Business and Professional Regulations (DBPR) License #	
Vehicle(s) Description	
	☐ Color Photo of Vehicle(s) included
Menu Description	
Address of Mobile Vendor Vehicle/Trailer Storage (when not in use) (IAW 11-52(g)(6))	

Location Information

Principal Business Name	
Principle Address	
Property Owner	
Property Owner Phone Number	
Proposed Hours of Operation	
Proposed Days of Operation	

DOCUMENTS REQUIRED WITH SUBMITTAL

	Copy of Government-Issued Photo ID
	Copy of Mobile Food Vending License issued by the Florida Department of Business and Professional Regulations (IAW 11-52(g)(7))
	Copy of Corporation Certificate, Fictitious Name Certification or other proof of business registration with the state as applicable (IAW 11-52(g)(7))
	Notarized Affidavit from Property Owner, Lease, or Proof of Property Ownership (IAW 11-52(g)(9))
	Notarized Commissary Permit/License (if applicable) (State Permit)
	Proof of Insurance (IAW 11-52(g)(10)) (See Page 2)
	Site Sketch identifying: (IAW 11-52(g)(5)) ☐ Square Footage of Property ☐ Location and Square Footage of Principal Business on the Site (if applicable) ☐ Location of Mobile Food Unit on Site ☐ Distances from Existing Buildings, Food Service Businesses, other Mobile Food Vendors, Utility Box(es) and Fire Hydrant(s) as Applicable ☐ Ingress and Egress to and from the Mobile Food Unit ☐ Areas for Parking ☐ Sanitation Facilities ☐ Signage ☐ Seating ☐ Power Source (if exterior to the vehicle) ☐ If the Mobile Food Unit is on City Property (see City Property Only section) ☐ Dates
	Business License Tax Paid (City Charter, Chapter 11, Article 1)

CITY PROPERTY ONLY

	Location Requested: ☐ Keystone Beach Parking Lot ☐ Sunrise Park ☐ City Hall Parking Lot (Weekends Only)
	Dates Requested: (Only 2 x per Month)
	Fee Per Day:(Dates MUST be paid in full to reserve) ☐ \$75 for 1st trailer/vehicle ☐ \$50 for 2nd trailer/vehicle

INSURANCE REQUIREMENTS

Proof of insurance will be required for all mobile food vendors. For operation on city property or city leased property, the applicant **must** provide insurance naming the business owner as the insured and naming the city as an additional insured regarding coverage for claims. For personal claims for personal injury, death, and property damage in the amount of \$1,000,000 per person, and \$3,000,000 per accident for personal injury/death, and \$300,000 for property damage. (City Ordinance 59)

REVIEW INFORMATION & FEES

Applications are reviewed by the Clay County Fire Marshall, as well as other city departments (Public Works, Code Enforcement, etc.) as needed.

Mobile Food Vending Permits expire on September 30 each year. These permits are annually renewable. Renewals made prior to the expiration of their permit should provide updated basic information and a \$150 payment. Renewals after expiration will be required to submit a new application.

INDEMNIFICATION AGREEMENT

The Applicant releases and forfeits any right of action against the City or its members, officials, employees and agents from any liabilities, claims for damages, losses, and costs which arise out of or in connection with their vending operations (including all costs for investigation and defenses thereof, such as court costs, reasonable expert witness and attorney fees) and to the fullest extent permitted by law, indemnifies, defends and saves the City and City's members, officials, officers, employees and agents harmless against all liability, claims for damages, and suits for or by reason of (1) any injury to any person, including death, (2) damage to any property for every cause in any way connected with their vending operations irrespective of negligence, actual or claimed, upon the part of the City, its agents and employees, except where caused by the willful and wanton acts of City officials, officers, employees and agents and (3) environmental damages, claims or citations due to Vendor's operations violating any environmental law, ordinance, rule or regulation.

Applicant Signature: _____ Date: _____

AFFIDAVIT OF APPLICANT

I certify that I am at least eighteen (18) years old and that I am empowered to execute this application on behalf of the business. I understand that this application does not guarantee approval of my vending location. I understand that the City of Keystone Heights has a permit process that involves communication back and forth to clarify regulations and applicant needs in support of the business operation, and I agree to provide timely responses to this communication to facilitate the process.

I understand that the violation of any City ordinances and/or regulations may result in immediate termination at the City's discretion and ineligibility for future vending operations within the City. I certify the information contained herein is true to the best of my knowledge and understand that if any portion is false or misrepresented, it may be cause for immediate revocation of the permit.

Applicant Signature: _____ Date: _____

STAFF ONLY:

☐ Approved Date: _____ Expiration Date: _____

☐ Approved with Conditions Deadline to Remedy: _____ ☐ Clay County Fire Marshal Notified

☐ Denied Date: _____ Reason / Condition: _____

Signature: _____