

**MOBILE FOOD VEHICLE / TRAILER REGISTRATION APPLICATION**

BOROUGH OF HUNTINGDON

Code Enforcement Office

530 Washington Street, PO Box 592

Huntingdon, Pennsylvania 16652-0592

Phone: (814) 643-3966 ext. 132 Fax: (814) 643-2644

Email: jmorris@huntingdonboro.com

All information must be provided.

Any incomplete application will be rejected and returned to the applicant.

A license is valid from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

A separate application is required for each Mobile Food Vehicle/Trailer.

Date of Application: \_\_\_\_\_

Commercial/Business Name: \_\_\_\_\_

Mobile Food Vehicle

Mobile Food Trailer

Vehicle Registration License # \_\_\_\_\_ Issued by State \_\_\_\_\_

Trailer Registration License # \_\_\_\_\_ Issued by State \_\_\_\_\_

Commercial/Business is listed as:  Individual  Partnership  Incorporated  Agent  LLC

Name of Owner(s): \_\_\_\_\_

Address of Owner(s) (Street, City, State, Zip Code): \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ / \_\_\_\_\_

For all excess food that cannot be prepared or stored in the mobile food vehicle / trailer, proof and/or the address of where the food is prepared or stored in a Commonwealth of Pennsylvania approved kitchen and storage facility is required. List the address of where the approved kitchen and food storage facility is located: \_\_\_\_\_

Do you intend to operate in any Borough public park or Borough lot: Yes or No (if yes, identify which park(s) on a separate sheet of paper and submit it with this application) - Days & hours are 1<sup>st</sup> come 1<sup>st</sup> serve basis and you will need to contact the Borough Office to reserve your day/time.

**Note:** A Mobile Food Vehicle / Trailer license will only be issued if all required documentation is submitted and other required licensing fees are paid up-to-date and valid. The license(s) is the property of the Borough of Huntingdon and can be revoked and/or suspended at any time for any violation of code(s) and/or zoning regulations. The granting of a mobile food vehicle / trailer license authorizes the Code Enforcement Officer to conduct an on-site inspection at anytime while the mobile food vehicle / trailer is in operation within the Borough of Huntingdon. Failure to obtain a current mobile food vehicle / trailer license will result in legal action being filed against the owner.

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Attach the following documents to this application:

- Check payable to “Borough of Huntingdon” / License fee is \$25.00
- Department of Agriculture License
- ServSafe Certificate
- PA Sales Tax License
- Certificate of Insurance providing general liability insurance of not less than \$250,000 per occurrence, listing the Borough of Huntingdon as additional insured. A mobile food vehicle / trailer license will be invalid in the absence of insurance. A mobile food vehicle license shall be issued only for the explicit time covered by the effective date of the general liability insurance policy. The owner shall indemnify the Borough of Huntingdon against any and all such claims, losses, injuries or damages to person or property, including attorney' s fees and court costs, whether incurred as a result of the negligence of the Borough, the owner or their employees, agents.
- Attach a map if you intend to establish a predetermined/service route and indicate the hours of operation, along with a detailed schedule of times and locations where the mobile food vehicle will be stationary and serving food.

I verify that the information provided in this application is true and correct to the best of my knowledge. I understand that false information made herein is subject to the penalties of (18PA.C.S. #4909) relating to unsworn falsification of authorities. I also acknowledge that I have received a copy of the Borough’s; Mobile Food Vehicle License Requirements Operation of Mobile Food Vehicles, General Rules & Regulations, Inspections, Food Vehicle License Fee and Renewal Fee, and a map of permitted areas, governing the operation of a Mobile Food Vehicle / Trailer requirements within the borough of Huntingdon.

Signature of Owner(s): \_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

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Any Outstanding Notice(s) of Code Violation(s): Yes / No \_\_\_\_\_

License Issued: Yes / No \_\_\_\_\_ License # \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

## **Mobile Food Vehicle License Requirements**

No person or business entity, including a religious or charitable organization, shall operate a mobile food vehicle in any public, private or restricted space without a license issued by the Borough Code Enforcement Officer.

The license will be for a period of one year (January 1<sup>st</sup> through December 31<sup>st</sup> of each year, regardless of when the application is made for a license) and must be renewed on an annual basis.

A separate mobile food vehicle license is required for each and every mobile food vehicle / trailer operated within the Borough by an individual, partnership, corporation or limited-liability company.

In addition to the Borough license, an operator of a mobile food vehicle / trailer must have the required health licenses and any other required approvals from the Commonwealth of Pennsylvania and/or any Pennsylvania departments which regulate mobile food vehicles. Copies of all approvals required by the Commonwealth of Pennsylvania and/or its agencies shall be provided to the Borough Code Enforcement Officer at the time the license application is submitted to the Borough.

## **Operation of Mobile Food Vehicles**

Each mobile food vehicle shall post its license, or a copy of the license, in a conspicuous place to which the public has access by sight.

Operation without a license - Any mobile food vehicle being operated without a valid mobile food vehicle license issued by the Borough Code Enforcement Officer shall be deemed a public safety hazard, shall be cited in accordance with existing Borough ordinances and may be impounded.

Unattended vehicles prohibited - No mobile food vehicle shall be parked on a public street overnight or left unattended and unsecured at any time. Any mobile food vehicle which is found to be unattended shall be considered a public safety hazard, shall be cited in accordance with existing Borough ordinances and may be impounded.

A mobile food vehicle operating outside of an approved route, at an unauthorized location, or beyond the hours for which the operation has been permitted shall be deemed operating without a license in violation of this section and shall be subject to enforcement as set forth in this Chapter.

## **General Rules & Regulations**

Mobile food vehicles will be permitted to operate between the hours of 8: 00 a.m. to 10: 00 p.m. on a public street or public property or private property in the Commercial Downtown (CD), Commercial Neighborhood (CN), Commercial Industrial (CI), Commercial Professional (CP), College (CO), Hospital (H), and Industrial Commercial (IC) Zoning Districts. Mobile food vehicles shall not be permitted on public or private property in any other zoning districts unless expressly permitted by this section. Attached is a map of permitted areas.

The license holder or his/her designee who is at least age 18 years or older must be present at all times while the mobile food vehicle is operating except in case of emergencies.

Mobile food vehicles are permitted to occupy a metered parking space on a public street as permitted by this section and authorized by the Borough Code Enforcement Officer. The mobile food vehicle must be moved off-site daily. Mobile food vehicles are not required to deposit coins in the parking meter.

Mobile food vehicles are not permitted to occupy any non-metered public parking space on any public street unless prior approval is obtained from the Borough Code Enforcement Officer. The mobile food vehicle must be moved off-site daily.

A mobile food vehicle operating on private property, or any Borough public park, or Borough lot must be moved off site for a period of at least one full business day (Monday through Friday) no less than every fourteen (14) days while in operation. No mobile food vehicle may operate on private property on a permanent basis.

A mobile food vehicle may not operate in any Borough public park or Borough lot unless the Borough Code Enforcement Officer has granted approval on the license application for its operation at a particular park or lot during specific dates and times.

Mobile food vehicles shall not be parked on roadways or alleys (travel lanes), public sidewalks, blocking of fire hydrants, or interfere with the vision for motor vehicle traffic at any intersection.

No mobile food vehicle is permitted to park or stop to serve customers within 25 feet of any principal customer entrance to any restaurant or food establishment within the Borough of Huntingdon with the exception of approved Borough events.

No operator of a mobile food vehicle shall park, stand, or move a vehicle and conduct business within areas of the Borough in violation of the license or this section.

On any Borough property, street, sidewalk or lot, no mobile food vehicle will provide or allow any dining area, including but not limited to tables, chairs, booths, bar stools, benches, and standup counters unless prior written authorization is obtained from the Huntingdon Borough Code Enforcement Officer.

Consumers shall be provided with single service articles, such as plastic forks and paper plates, and a waste container for their disposal. All mobile food vehicles shall offer a waste container for public use that the operator shall empty at his/her own expense. License holders shall remove trash from their approved location(s) at the end of each day to maintain the health and safety of the public. Borough trash receptacles may not be used by mobile food vehicle vendors.

The license holder is responsible for the disposal of trash and waste associated with the operation. No liquid waste or grease is to be disposed of in or around vegetation/ landscape areas, storm drains, onto sidewalks or streets or other public areas/ spaces. Under no circumstances shall grease be released or disposed of in the Borough's sewer system. License holders are required to keep all areas within 20 feet of the mobile food vehicle clean of grease, trash, paper, cups or cans associated with the vending operation.

In addition to signs painted on or affixed to the mobile food vehicle, each vehicle may also display one (1) sandwich board/sidewalk type of sign within 5 feet of the food vehicle (maximum size of sign is 24 inches by 36 inches). No off-site signs are permitted.

No mobile food vehicle shall make or cause to be made any unreasonable or excessive noise so as to disturb or annoy the public near or upon any street, lane, alley, park, square, common or in any public building, public place or business place, or private building or private place within the Borough. No mobile food vehicle shall have amplified music or use of loudspeakers, including but not limited to; megaphones or speaker systems. No mobile food vehicle shall a light source that creates a nuisance to adjacent dwellings, passing motorists, or pedestrians. Flickering, flashing, or strobe lighting is prohibited.

For mobile food vehicles located on any public property, the Borough reserves the right to temporarily move a mobile food vehicle to a nearby location if the approved location needs to be used for emergency purposes, snow removal, construction, or other public benefit or if the location is required for a Borough-sponsored event.

### **Inspections**

The Borough Code Enforcement Officer shall have the ability to determine whether the mobile food vehicle is in compliance with all applicable food and sanitary codes of the Commonwealth of Pennsylvania and/ or any agencies which regulate food vehicles. Inspections can occur with or without notice to the license holder. The Borough Code Enforcement Officer shall have the ability to perform the inspection with the Borough Health Officer, Borough Manager, or any other Borough officer or agent to determine compliance. Failure of a license holder to allow an inspection of the mobile food vehicle shall constitute a violation of this section.

### **Food Vehicle License Fee and Renewal Fee**

Every mobile food vehicle license, unless suspended or revoked by the Borough Code Enforcement Officer for a violation of any provision of this section or other rule or regulation promulgated for the implementation of this section, shall be renewed annually provided that a renewal fee and renewal application is submitted by no later than December 1st of each calendar year. If said renewal fee and renewal application is not submitted by this annual deadline, the license and license holder shall forfeit the right to renew and shall submit a new application with any additional fees necessary.

The license application fee and license renewal fee shall be determined and be modified from time to time by resolution of Borough Council.

The renewal of a license does not also guarantee the renewal of any previously approved location or route. The Borough Code Enforcement Officer has the right to terminate and or determine any route.