

## Annual Mobile Food Vendor Permit Application

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

Make and Model of Unit: \_\_\_\_\_ License Plate Number \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

*(If Different from Owner)*

Operator's Name: \_\_\_\_\_

Operator's Address: \_\_\_\_\_

Operator's Phone: \_\_\_\_\_ Operator's Email: \_\_\_\_\_

List All Food and Beverages to be Sold: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Complete this form and attach the following:**

- a. *Kentucky Statewide Mobile Food Unit Health Permit*
- b. *Certificate of Insurance listing the City of Bardstown as 'Additional Insured'*
- c. *Business License Application* \*Note: Business License Application Fee and Planning Director signature are required after City Council Approval of the Mobile Food Vendor Application
- d. *Photographs of the vehicle and operators who will sell or offer for sale any food or beverage from this vehicle, taken not more than 30 days prior to the date of this application*

**Insurance Information:** Certificate of Insurance issued by an insurance company licensed to do business in the Commonwealth of Kentucky, protecting the permittee/property owner and the City of Bardstown from all claims for damages to property and bodily injury, including death, which may arise from operations under or in connection with the permit. Such insurance shall name the City of Bardstown as additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration date without thirty (30) days advance written notice to the City of Bardstown. Such insurance shall afford minimum limits of one hundred thousand dollars (\$100,000) per person bodily injury, three hundred thousand dollars (\$300,000) per occurrence bodily injury, and twenty-five thousand dollars (\$25,000) per occurrence property damage.

**OPERATIONAL CONDITIONS FOR ALL VENDORS-NOT ALL INCLUSIVE (PLEASE INITIAL EACH)**

\_\_\_\_\_ No permit shall be transferable nor shall such permit authorize activities by any person other than the person to whom it is issued.

\_\_\_\_\_ Pursuant to Ordinance Chapter 112.31, Mobile Food Vendors may only set up at locations previously approved by Planning and Zoning and the City of Bardstown. Planning and Zoning approval for other locations must be requested at least three days in advance.

\_\_\_\_\_ Every person to whom a permit is issued shall conform at all times with all applicable City of Bardstown requirements, including without limitation, local zoning codes and regulations; local occupational license fee ordinances and regulations; and any other applicable regulation or code provisions.

\_\_\_\_\_ Any permit issued under this chapter shall be posted conspicuously at the place of business authorized therein.

\_\_\_\_\_ Vendors must have a permit for each date they set up and the permit shall be valid only for the time period specified thereon.

\_\_\_\_\_ A mobile food vendor must be 18 years or older or if between the age of 14 and 17, inclusive, must abide by Kentucky Child Labor Laws.

\_\_\_\_\_ No mobile food vendor may set out chairs or tables unless their location is within 100 ft. of a public restroom.

\_\_\_\_\_ No mobile food vendor shall be located closer than 20 feet from any building or structure on the licensed property or adjoining property.

\_\_\_\_\_ No mobile food vendor's vehicle shall be located on a lot that does not have an approved entrance to a street or roadway.

\_\_\_\_\_ No mobile food vendor shall operate as a "drive through" business.

\_\_\_\_\_ No mobile food vendor's vehicle shall locate closer than 50 feet from flammable combustible liquid or gas storage and dispensing structures.

\_\_\_\_\_ No mobile food vendor shall locate closer than 100 feet of a City of Bardstown's permitted community event or fair, without the written permission of the event organizers.

\_\_\_\_\_ No mobile food vendor shall locate his or her vehicle within 20 feet of any public right-of-way or within 20 feet of the intersection of any public right-of-way and private driveway.

\_\_\_\_\_ No mobile food vendor shall conduct business so as to violate any zoning, traffic or sidewalk ordinances of the City of Bardstown as now in effect or hereafter amended, or to cause a traffic hazard.

\_\_\_\_\_ The location used by and for the mobile food vendor, along with the entrance and driveway to the location must be paved. (to accommodate HS 20 loads)

\_\_\_\_\_ No signs or signage shall be permitted other than that which is permanently painted or adhered to the mobile food vendor's vehicle. (no streamers, pennants, flags, etc.)

\_\_\_\_\_ At the conclusion of daily business activities, the mobile food vendor shall clean up and remove all debris, trash and litter generated by their business activities.

\_\_\_\_\_ Every mobile food vendor vehicle shall be totally self-contained with its own water supply and shall not be attached to **ANY** exterior utility.

**FIRE MARSHAL INSPECTION**

All Mobile Food Units must be inspected by the City of Bardstown Fire Marshal. (See Business License Application)

**AGREEMENT**

I hereby agree to conform to all applicable laws and regulations of the City of Bardstown, County of Nelson and State of Kentucky (as may be applicable to my request), and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge. I will submit a Property Owner Consent Form no less than two days before the first use of the property.

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Applicant's Signature

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Date

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**SUBMITTAL DIRECTIONS:**

1. Complete this form and attach the following:
  - a. *Kentucky Statewide Mobile Food Unit Health Permit*
  - b. *Certificate of Insurance listing the City of Bardstown as 'Additional Insured'*
  - c. *Business License Application* \*Note: Business License Application Fee and Planning Director signature are required after City Council Approval of the Mobile Food Vendor Application
  - d. *Photographs of the vehicle and operators who will sell or offer for sale any food or beverage from this vehicle, taken not more than 30 days prior to the date of this application*
2. Present the completed application with attachments to the Office of the City Clerk, M-F, 8am-4:30pm.
3. Allow up to thirty (30) days before permit is issued or denied.

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**FOR OFFICE USE ONLY:**

Mobile Food Vendor Special Permit Application Status (check one)

- Approved
- Approved with conditions: \_\_\_\_\_
- Denied: \_\_\_\_\_

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

THE CITY OF  
**BARDSTOWN**  
FINANCE DEPARTMENT



220 N. 5<sup>TH</sup> ST. BARDSTOWN, KENTUCKY 40004  
Telephone: (502) 348-5947 Fax: (502) 348-2433

**Mobile Food Vendor Business License Application**

Name of Business or DBA: \_\_\_\_\_  
Owner/Owners: \_\_\_\_\_  
FEIN: \_\_\_\_\_ or Social Security #: \_\_\_\_\_ DOB: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

*If mailing address is different from above:*

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Business Started or Will Start in Bardstown: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Form of Business:

\_\_\_\_\_ Individual Owner \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ SubS Corp \_\_\_\_\_ Fiduciary  
\_\_\_\_\_ Non-Profit Corp \_\_\_\_\_ Government \_\_\_\_\_ Other (describe) \_\_\_\_\_

Was business acquired from previous licensee? Yes or No If yes, who? \_\_\_\_\_

Do you have employees working within the city limits? Yes or No, If yes, how many? \_\_\_\_\_

Fire Marshal Inspection Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Bardstown Fire Department, One Arch Pendergrass Way, Bardstown KY 40004, (502-349-6562))

**I hereby certify that the information provided herein is true and accurate to the best of my knowledge. I understand that obtaining a business license does not guarantee my right to do business at the location indicated. I hereby affirm that I will determine and comply with all applicable Zoning Regulations, Sign Ordinances, and other local, state, and federal requirements.**

\_\_\_\_\_  
Signature Date

Remit **\$25 application fee to the City of Bardstown**

**Planning Commission Director Signature:** \_\_\_\_\_  
Planning Commission, 129 Parkway Drive, Bardstown 40004, (502-348-1805)



**Mobile Food Vendor Application Checklist**

- Mobile Food Vendor Permit Application
- Business License Application
- Business License Fee
- Planning Commission Director's Approval on Application
- Statewide Kentucky Health Department Permit
- Insurance Certificate with City of Bardstowm listed as Additional Insured
- Fire Marshal Inspection
- Photos of Operators and All Sides of the Truck/Trailer
- City Occupational License Account in Good Standing
- Ordinance Chapter 112 Provided

Please make checks payable to:

City of Bardstowm  
220 North Fifth Street  
Bardstowm, KY 40004