



Mobile Food Truck Unit License Application

Applicant (Owner)

Full Legal Name (first, middle, last): _____

Primary Phone: _____ Alternate Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip code: _____

Is this your permanent address? Yes No

If not, please provide your permanent address: _____

City: _____ State: _____ Zip code: _____

Background and References

Have you ever been convicted of any felony, gross misdemeanor or misdemeanor for violation of any state or federal statute or any local ordinance, other than traffic offenses? Yes No

If yes, please describe nature of offense, date and place of conviction:

Must provide two character and business responsibility references.

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip code: _____

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip code: _____

Business Information

If your business will have multiple food truck units in the City of Shakopee, please fill out this page for each truck.

Name of Company: _____

Business Address: _____ Phone: _____

City: _____ State: _____ Zip code: _____

Email: _____ Website: _____

All other names under which you conduct business (legal names, food truck sign, parent companies, dba, etc...)

Name and contact information of primary food truck operator, if different from applicant/owner:

For contact purposes, please provide names of all mobile food unit employees: _____

Describe the items to be sold: _____

Mobile Food Unit Vehicle

License Plate #	State	Make	Model	Year	Color

Commissary

The state of Minnesota requires all mobile food units to store and prepare food in a licensed commercial kitchen.

Commissary Name: _____ Phone: _____

Commissary Address: _____

City: _____ State: _____ Zip code: _____

Location where disposing gray water (used water), if different from commissary: _____

Application Checklist

- Completed Application – **MUST SIGN IN PERSON AT CITY CLERK’S OFFICE**
- \$50 fee; check payable to “City of Shakopee”
- Copy of completed and signed Minnesota Department of Revenue SPC-1 form
- Copy of completed and signed Certificate of Compliance Minnesota Workers’ Compensation Law form
- Copy of a valid driver’s license or valid government-issued photo identification
- Copy of proof of Minnesota Department of Health license
- Certificate of insurance by an insurance company authorized to do business in the state of Minnesota (see page 3)
- Written agreements from owners of property where sales will be conducted (see page 4)

Notes to Applicant

- Applicants must deliver a completed application in person to City Hall. Please set up an appointment by calling the City Clerk's Office at (952) 233-9300.
- The application will be reviewed by the City Clerk. When all requirements are fulfilled, a license will be issued.
- Some requested information, including on the state SPC-1 form and driver's license, is classified as private/confidential under the Minnesota Data Practices Act. This information is required by the state law or City ordinance. The information will be used to determine your eligibility for issuance of a license.
- Failure to provide complete and accurate information will result in denial of the license.

Applicant Signature

NOTICE: Do NOT sign in advance. Signature must be witnessed by the City of Shakopee.

I agree to operate such business in accordance with the laws of Minnesota and the ordinances of the City of Shakopee. The foregoing statements are true and correct to the best of my knowledge and belief.

Applicant's Signature

Date

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

My commission expires: _____

Certificate of Insurance Information

The City requires all applicants to provide a Certificate of Insurance by an insurance company authorized to do business in the state of Minnesota, evidencing the following forms of insurance:

- Commercial general liability insurance, with a limit of not less than one million dollars (\$1,000,000.00) each occurrence. If such insurance contains an annual aggregate limit, the annual aggregate limit shall be not less than two million dollars (\$2,000,000.00);
- Automobile liability insurance with a limit of not less than \$2,000,000 combined single limit. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned vehicles;
- Food products liability insurance, with a limit of not less than one million dollars (\$1,000,000.00) each occurrence;
- Public liability insurance, with a limit of not less than one million dollars (\$1,000,000.00) each occurrence;
- Property damage insurance, with a limit of not less than one million dollars (\$1,000,000.00) each occurrence;
- Workers compensation insurance (statutory limits) or evidence of exemption from state law; and
- The City shall be endorsed as an additional insured on the certificate of insurance and the Umbrella/Excess insurance if the applicant intends to operate its mobile food unit on public property.

The Certificate of Insurance shall state that the insurance has been endorsed to require that the City be notified thirty (30) days in advance of cancellation of the policy or a material modification of a coverage term.

Property Agreement

Written consent from the property owner must be submitted with this application. Please print off additional copies of this page for each additional property.

NAME OF FOOD TRUCK: _____

Dear property owner,

The above-mentioned food truck unit has requested to locate on your property for a period of no more than 21 days. In order to do so, the applicant must receive the written consent of each private property owner from which it plans to conduct mobile food unit sales.

According to Shakopee City Code, mobile food truck units:

- Must be licensed with the City and the Minnesota Department of Health. As part of the City license, food truck owners must have an agreement with the property owner to park on any property.
- Are **not** allowed to park on streets, in residential areas (with exception of catering events) or City property (without prior written approval).
- Can only park in a private commercial or industrial parking lot.
- May park overnight in your property's parking lot but must leave daily for fresh water.
- Can only operate between 7 a.m. and 11 p.m. April 1 through Oct. 31.
- **Cannot** dispose of water on the street or parking lot.

If you have any questions about the City of Shakopee's mobile food truck ordinance, please contact the City Clerk's Office at (952) 233-9300. You can also contact the Minnesota Department of Health at (651) 201-4500. Please consider making a copy of this agreement for your records.

Property Name (where unit is to be located/parked): _____

Property Address: _____

Property Owner's Name: _____ Phone: _____

Dates at this Location: _____ to _____

I agree to allow _____ to locate on my property at

Name of Food Truck Unit

_____ for a length of time from _____ to _____.

Address

Start Date

End Date

Property Owner's Signature

Date