

## PERMIT APPLICATION PROCESS OVERVIEW



### Instructions

**Step 1.** Obtain state license from local health department authority and provide proof of notification to the Ingham County Health Department of your intent to operate. Permit applications will not be considered without proof of required state licensure and notifications issued an appropriate public health authority.

**Step 2.** Complete this permit application to operate a mobile food vending unit at a city sponsored or city sanctioned special event by entering all of the information requested in each section of this permit application and attaching/submitting all required documents outlined below.

**Step 3.** All permit applications and required supporting documentation must be submitted via email to: [business.support@cityofeastlansing.com](mailto:business.support@cityofeastlansing.com)

**Step 4.** You will be notified via email with the approval status of your permit application. If approved, the email notification will include your written authorization to operate at a special event. The written authorization must be made available upon request to any City or local health department staff while operating at a special event.

### Applicability

A Special Event Food Vending Permit is required for any motorized or non-motorized vehicle, trailer, stand, cart, or other device designed to be portable and not permanently attached to the ground, from which food is prepared onsite and vended, served, or offered for sale, and wishing to operate on a temporary basis under a Special Event Food Vending Permit issued by the City of East Lansing.

Special events include any city sponsored or city sanctioned event, activity, or program and recognized neighborhood association issued a [Block Party Permit/Road Closure Permit](#) by the City of East Lansing.

### Instructions

Complete this permit application to operate a mobile food vending unit at a city sponsored or city sanctioned special event by entering all of the information requested in each section of this permit application and attaching/submitting all required documents outlined below.

There is no fee associated with submitting this Special Event Food Vending Permit Application. However, authorization for certain events may require additional compliance or fees.

All permit applications and required supporting documentation must be submitted via email to: [business.support@cityofeastlansing.com](mailto:business.support@cityofeastlansing.com)





Business Information			Mobile Vending Unit Information	
Business Legal Name			<input type="checkbox"/> Motorized	<input type="checkbox"/> Nonmotorized
Doing Business As			License Plate Number	
Operator Name			<b>Mobile Unit Type</b>	<b>State License Type <sup>1</sup></b>
Operator Email			<input type="checkbox"/> Truck/Vehicle	<input type="checkbox"/> Mobile Food Service
Operator Phone			<input type="checkbox"/> Cart	<input type="checkbox"/> STFU <sup>2</sup>
Driver's License #			<input type="checkbox"/> Stand	<input type="checkbox"/> Temporary
Is the operator also the owner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	<input type="checkbox"/> Mobile Commissary
Enter the entity or local health department that issued your State License:				

<sup>1</sup> A license issued by a public health agency authorized to issue a State License is required

<sup>2</sup> STFU means Special Transitory Food Unit

Power Source & Electrical Questions					
Select the power source proposed for mobile food vending operations:					
<input type="checkbox"/>	Generator				
<input type="checkbox"/>	Propane				
<input type="checkbox"/>	Wood				
<input type="checkbox"/>	Electricity Connection				
<input type="checkbox"/>	Other (please specify):				
<input type="checkbox"/>	No power source is required for my operations				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Not sure</b>
Are your ground-fault circuit interrupter (GFCI) circuits working correctly?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your wiring appropriate for your equipment?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your connections appropriately tight?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the electrical system installed by or certified by a licensed or professional electrician?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note: The City of East Lansing reserves the right to conduct a safety inspection to evaluate compliance with fire and electrical codes.

Special Event Detail	
Select the special event(s) that best categorize the special event you are applying for:	
<input type="checkbox"/>	East Lansing Farmers Market
<input type="checkbox"/>	Neighborhood Association Block Party Permit (specify neighborhood association):
<input type="checkbox"/>	No specific special event - I am a licensed mobile food vendor that wants to be added to the list of vendors for consideration at a future Special Event
<input type="checkbox"/>	Other (please specify):
Special Event Start Date:	Food Truck Start Date:
Special Event End Date:	Food Truck End Date:
Special Event Start Time:	Food Truck Start Time:
Special Event End Time:	Food Truck End Time:

**FOOD MENU**

Provide a description of the food menu.

A copy of the food menu must be submitted with this permit application.

**MATERIALS AND WASTE MANAGEMENT**

**Requirements:** Unless provided by the city during a City sponsored event, each food truck must provide its own waste receptacles; keep/leave the location and immediate surrounding area clean and free from trash and litter; and keep grey water and/or fats, oils, and greases out of the storm sewer system

a. Are you providing waste containers for solid waste (trash) disposal? Yes      No

b. Provide a description of how waste will be managed during mobile food vending operations, including the size and number of the waste containers, plan for final disposal of waste, and how litter will be managed within 25 feet of the proposed mobile food vending location.

If no waste containers are being provided, then describe the reasons why waste containers are not needed (e.g., the city is providing solid waste containers)

c. Are you providing recycling containers? Yes      No

d. Provide a description of how recycling will be managed during mobile food vending operations, including the size and number of the recycling containers and plan for the final disposal of the recyclable materials offsite.

If no recycling containers are being provided, then describe the reasons why recycling containers are not needed. (e.g., the city is providing recycling containers)

e. Will grey water be generated? Yes      No

f. Provide a description of how grey water will be managed during and after mobile food vending operations.

If grey water is not being managed during and after mobile food vending operations, then please state that below. (e.g., no grey water will be generated)

**REQUIRED ATTACHMENTS CONFIRMATION**

**Attachment/Supporting Documentation Requirements**

- ✓ A signed statement that the operation will meet all applicable local and state laws and comply with requirements of the Ingham County Health Department. *(Included as part of this permit application)*
- ✓ A copy of the license issued by the local health department where the food truck was originally permitted.
- ✓ A copy of the Temporary Food Establishment License Application submitted to the Ingham County Health Department
- ✓ Proof of commercial liability insurance.
- ✓ Food Menu
- ✓ If applying for a special event mobile food vending unit permit to operate a mobile food vending unit at a neighborhood association block party, then a copy of the letter received from a neighborhood association authorizing the block party.

a. **Check each box below** confirming the required supporting documentation is attached to this application.

Attached ?	Required When?	Supporting Document
✓ Yes	<i>Always required</i>	A signed statement that the operation will meet all applicable local and state laws and comply with requirements of the Ingham County Health Department
Yes	<i>Always required</i>	A copy of the license issued by the local health department where the food truck was originally permitted.
Yes	<i>Always required</i>	A copy of the Temporary Food Establishment License Application submitted to the Ingham County Health Department
Yes	<i>Always required</i>	Food Menu
Yes	<i>Always required</i>	<b>Copy of Commercial Liability Insurance.</b> Indemnity and Insurance: Each approved food truck operator must, to the fullest extent permitted by law, defend, indemnify, and hold the City harmless against any claim that may arise from its use of the public right of way and its operation in the City. The food truck operator must obtain and maintain a comprehensive general liability insurance policy written on an occurrence basis having policy limits of no less than \$300,000 per occurrence. A certificate of insurance naming the City as an additional insured must be filed with the City before the date of the block party. The certificate must provide that the city will receive 30 days prior written notice of cancellation or non-renewal.
Yes	NA	<b>Block Party Permit.</b> If applying for a special event mobile food vending unit permit to operate a mobile food vending unit at a neighborhood association block party, then a copy of the letter received from a neighborhood association authorizing the block party.

**Acknowledgement of Operating Requirements and Permit Application Certification**

Please read each of the mobile food vending permit application’s operational requirements listed below. Upon completion of reading each operating requirement, please sign below to acknowledge your understanding of the operational requirements and indicate your willingness to operate within compliance of each requirement.

- ✓ A mobile food vending unit must only be onsite during operating hours approved in the application and must otherwise vacate the premises.
- ✓ A food truck, when parked on a street, alley, or roadway, must be parked in conformance with applicable parking regulations and must not hinder the lawful parking or operation of other vehicles.
- ✓ A food truck must not be located in a manner that blocks a public sidewalk or pathway or designated fire lane, or otherwise impedes pedestrian or vehicular movement.
- ✓ Food trucks must be well-maintained and be kept clean.
- ✓ Food trucks must comply with the City Code, including the City’s Noise Ordinance (Section 26-81).
- ✓ Unless provided by the city during a City sponsored event, each food truck must provide its own waste receptacles; keep/leave the location and immediate surrounding area clean and free from trash and litter; and keep grey water and/or fats, oils, and greases out of the storm sewer system.
- ✓ Mobile food vendors must comply with all applicable local, state, and federal laws, including all applicable regulatory requirements of the Ingham County Health Department.

By signing below, I certify that I have read and understand the operating requirements listed above and that the information provided in this Permit Application to true to the best of my knowledge.

Type Name:

Signature: