



City of Branson West
 P.O. Box 2229
 110 Silver Lady Lane
 Branson West, Missouri 65737
 (417) 272-3313 Phone
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MOBILE VENDING (FOOD TRUCKS) LICENSE APPLICATION

ALL INFORMATION AND FEES MUST BE PROVIDED BEFORE THE BUSINESS LICENSE CAN BE ISSUED.

- Regular Licenses are valid from 6/1 to 5/31 annually. License Fee is \$50 unless prorated after January 1 @ \$5 per month through 5/31.
- Vendor Licenses are valid for the days of the registered Special Event. Fee is \$10 for up to 5 days.

Business

Contractor

Mobile Vendor, Special Event

BUSINESS INFORMATION

Business Name:

Business Address:

Business City:

Business State:

Business Zip:

Business Phone #:

Alternate Phone/Fax #:

Business Website/email:

Operating Hours:

Alarm:

OWNERSHIP TYPE

Sole Proprietor

Partnership

Limited Partnership

Limited Liability Company

Corporation

Corporation/LLC Name:

City:

State:

Zip:

Phone #:

Alternate Phone/Fax #:

Email:

OWNERSHIP/ EMERGENCY CONTACT INFORMATION (LIST ALL PARTNERS OR PRINCIPAL OFFICERS OR MEMBERS, THEIR HOME ADDRESSES AND HOME PHONES)

Name:

Title:

Home Address:

Home City:

Home State:

Home Zip:

Home Phone #:

Email:

Property owner Name:

Property owner Address:

Property owner Phone Number:

Missouri Retail Sales Tax Number:

BUSINESS TYPE / DESCRIPTION (PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED BUSINESS ACTIVITY, INCLUDING INFORMATION ABOUT SERVICES AND PRODUCTS OFFERED)

I agree to follow the City of Branson West Ordinances, Zoning Regulations, and Building Codes and to display the license in a conspicuous place within my business or have available for viewing upon request.

Please note the following requirements for licensing within the City of Branson West:

MOBILE VENDING (FOOD TRUCK) a copy of your State Retail License must be submitted with this application, Registration of written permission from property owner, Commercial general liability Insurance, and food handler's license for each employee.

I certify that the above information is true and accurate.

Signature

Date

Print Name

***** City Use Only *****

Department Review Comments:

Sec. 400.070 Interpretation of Certain Terms and Words

City-Approved Special Event: Any outdoor or seasonal event including, but not limited to, a picnic, parade, carnival, craft fair, art fair, bicycle/motorcycle/ vehicle ride, walk / run, car show, wedding or other reception, or any other event held on public property which is open to attendance by the general public and / or may require special consideration from the Branson West Police Department.

Commissary: A local health department permitted food establishment that acts as a base of operations for a Mobile Vending Unit. The commissary provides facilities for adequate storage of food, food containers, or food supplies; equipment for adequate washing and sanitizing of food equipment and utensils; a servicing area for the sanitary disposal of liquid waste; for handling and disposal of garbage, grease, and rubbish originating from the Mobile Vending Unit; facilities for filling a potable water holding tank in a sanitary manner.

Food Vending Cart: A mobile, non-motorized vehicle propelled or towed by the operator, which includes limited kitchen facilities, such as a cold storage case or cooler, a warmer unit, a small griddle, and small sinks. Customer service is generally walk-up at the cart. Food vending carts, include, but are not limited to, hot dog and frozen treat sales.

Health Department: The Stone County Health Department.

Health Officer: The administrator of the Stone County Health Department, or their authorized representative.

Ice Cream Vending Vehicle: A motorized vehicle which continuously stops and goes, does not park at any one (1) location to provide service, and offers only pre-packaged frozen dairy or frozen water-based food products, soft serve or hand-dipped frozen dairy products, or frozen water-based food products and pre-packaged beverages.

Mobile Food Vendor: A general classification of several types of mobile restaurants, including, but not limited to, food vending carts, catering trucks and trailers, and mobile food trucks and trailers.

Mobile Goods and Services Vendor: A general classification of several types of mobile vending units offering non-food-related goods and services, including, but not limited to, dog grooming, clothing, shoes, jewelry, apparel, document shredding, vintage and hand-made goods, flowers, farmer's markets, books, and ATM machines.

Mobile Vending Unit: A term for any type of mobile vendor, such as but not limited to catering trucks, food vending carts, mobile food vendors, and mobile goods and services vendors, but not including ice cream vending vehicles.

Article VI – Mobile Vending Units (Food Trucks)

Section 400.500 Purpose

The purpose of this Section is to regulate mobile vending units in a manner that protects the public health, safety, and welfare, while accommodating economic activity by mobile vending unit operators to promote an active and social pedestrian environment within appropriate areas of the City. This Section is intended to function in conjunction Chapter 400, Articles IV and V (Zoning Districts and Zoning Map and Zoning District Regulations) which set forth the permitted zoning districts in which mobile vending units may operate and Chapter 605 (Business Licenses and Regulations)

400.510 Manner of Operation.

1. Location and Placement.

- a. Mobile Vending Units are permitted in every Commercial (C-1 and C-2) and Manufacturing (I-1 and I-2) zoning district in Article IV of this Chapter.
- b. In residential zoning districts (A-1, R-1, R-2, R-3 and R-MP), Mobile Vending Units shall only be permitted in association with the following:
 - i. Mobile Vending Units participating in City-run events such as but not limited to festivals and Major and Minor Events as described in Section 400.420 (Temporary Uses), with prior approval by the City Administrator (or designee);
 - ii. Mobile Vending Units operating within City of Branson West public parks or on City of Branson West-owned right-of-way immediately adjacent to public parks;
- c. Prior to authorization by the City, Mobile Vending Unit operators shall obtain written permission from the property owner to conduct business on private property.
- d. Mobile vending units shall operate within areas of a lot or parcel that are paved with asphalt, concrete or other material that provide equivalent protection against potholes, erosion, and dust and must be located on a paved surface large enough to accommodate the vendor and customer vehicles, unless it is part of an approved special event.
- e. Mobile vending units shall not operate within the following areas:
 - i. Designated fire lanes or "no parking" zones.
 - ii. Locations which restrict or interfere with vehicular ingress or egress of either abutting properties or the property from which they are operating, in a manner that creates a public nuisance, increase traffic congestion or delay, constitutes a hazard to life and property, or obstructs adequate access for fire, police or public safety vehicles.
- f. Mobile vending units shall not utilize PA systems, bells, or similar devices designed to attract attention when stationary.

2. Location Registration.

- a. Every Mobile Vending Unit licensed to operate in the City of Branson West shall complete a location registration form describing the location and hours of operation at least 24 hours prior to selling from any permitted

location in the City. The location registration shall include written permission from the property owner allowing the Mobile Vending Unit to operate on the subject parcel.

3. *Hours of Operation.*

- a. Mobile Vending Units shall only operate between the hours of 7:00 a.m. and 10:00 p.m.
- b. The Mobile Vending Unit shall not be stored at a personal residence within the City of Branson West unless located within a fully enclosed structure.
- c. The Mobile Vending Unit shall not be left over night on any premises.

4. *Vehicle Appearance, Maintenance and Peripheral Setup.* Mobile Vending Units shall be kept in good mechanical and structural condition and adhere to the following:

- a. A clean exterior and interior.
- b. Equipped with signs to alert traffic to proceed with caution past the truck while the truck is serving customers.
- c. The company name / operator affixed in a professional manner on the sides and rear of the vehicle.
- d. Generators or fuel tanks shall be affixed to the vehicle or placed on the ground at least 50 feet from the Mobile Vending Unit in a manner that will not pose a fire or safety hazard.
- e. No tents, tables, chairs, or other materials shall be placed at the designated vending area, except as permitted under paragraph j, below.
- f. Signage shall be limited to signs permanently or magnetically affixed to the Mobile Vending Unit.
- g. Mobile Vending Units shall only be permitted to connect to City water, electric, or other utility to conduct business with written consent of the City.
- h. Mobile Vending Units must provide for the sanitary collection of all refuse, litter, and garbage generated during food preparation and service by the Mobile Vending Unit and by patrons using the service, and remove all such waste materials from the location before the Mobile Vending Unit departs.
- i. Accessory cooking units such as barbeque smoker shall be subject to approval by the City Administrator prior to use. Further, a mobile food vendor preparing and selling barbeque shall be required to locate its hot box in an area where access is restricted to the vendor and/or its employees only, unless such hot box is located inside of a truck, van, trailer, etc., which prevents patrons from being near the hot box.
- j. Outdoor seating is permitted only after the City's receipt of a written and signed document stating the number of seats and a plan for seating from the owner of the property where the vendor is requesting to operate its vending trailer, cart or stand, or the seating is in conjunction with an approved special event.

5. *Sale of Alcoholic Beverages.* The sale of Alcoholic Beverages shall be governed by the terms of Codified Ordinances of the City of Branson West.

6. *Required Insurance, License, and Permits.*

- a. Every Mobile Vending Unit and/or Ice Cream Vending Vehicle shall indemnify

and hold harmless the City of Branson West from suits or actions brought against the City for or on account of any injuries or damages received or sustained by any party of parties for or from the said vendor.

- b. Each applicant for a mobile food vendor license shall provide written evidence of commercial general liability insurance, a Missouri sales tax permit, and a food handler's license for each employee, and any other information reasonably requested by the City's application form to verify compliance with the City's ordinances.
- c. Required licenses and permits must be prominently displayed either in the window or in a location where they are easily visible to customers.
- d. Every operator of a Mobile Vending Unit or Ice Cream Vending Vehicle shall, before doing or offering to do business, procure from the City an occupational license in accordance with Chapter 605 (Business Licenses and Regulations) of this Code.
 - i. A fee shall be paid in accordance with the City of Branson West's adopted fee requirements, prior to issuance of the occupational license.
 - ii. The issuance of a business license shall be subject to the operator first acquiring the appropriate license or permit from the applicable County Health Department. The operator shall also sign an acknowledgement that he or she all adhere to all provisions of this Section.
- e. Annual Renewal of Occupational License. Mobile Vending Unit and Ice Cream Vending Vehicles operators shall renew their occupational license with the City of the amount to be fifty dollars (\$50.00) per year. All annual licenses shall run from the first (1st) day of June until the last day of May the following year. If license is purchased after January first (1st), the fee will be prorated at five dollars (\$5.00) per month for the remaining part of that year and will expire on May thirty-first (31st). No refunds will be made for licenses purchased for any part of a remaining year. The issuance of an occupational license shall be subject to proof that the operator has renewed the appropriate license or permit with the appropriate County Health Unit.
- f. Sales Tax. The Mobile Vending Unit operator must have proof of sales tax permit.

9. Public Health Standards.

- a. Any Mobile Vending Unit operating in the City of Branson West shall be properly permitted by the applicable County Health Department based on the location from which operations will occur.
- b. No food, food products, or beverages for public consumption shall be kept, offered for sale, transported, or handled except in accordance with the rules and regulations of the State of Missouri and the applicable County Health Department.
- c. Mobile food vendors are responsible for keeping the sidewalk, parking lot, or street within twenty (20) feet of their stands clean of all trash generated by their vending operations, and for washing that area or any eating areas occupied by their stand in a manner that will prevent rodent and/or pest infestation.
- d. Mobile food vendors must remove from the permitted site at the end of each day all trash, litter, garbage, refuse and waste, including but not limited to greasy cooking water, greywater, ashes, grease, etc. generated by their vending

operations. No greywater, ashes, or grease may be deposited on the ground and must be disposed of in a proper manner. No vendor may place or deposit any trash, litter, garbage, refuse or any other wastes generated by his or her licensed operations on the sidewalk, in any public receptacle, or on any private property without the express permission of the property owner.

10. Suspension and Revocation of License. Suspension or revocation of a license shall occur in accordance with the Codified Ordinances of the City of Branson West.

11. Fire Safety Requirements: All Mobile Vending Units must meet the requirements of the Southern Stone County Fire Protection District and any applicable ordinances of the City relating to fire safety

12. Ice Cream Vending Vehicles

Vehicles from which only pre-packaged frozen dairy or frozen water-based food products, soft serve or hand-dipped frozen dairy products, frozen water-based food products, and pre-packaged beverages are sold which are consistently moving and not parked in any one location for extended periods may operate in any zoning district. Said vehicles shall adhere to the following:

- a) Ice Cream Vending vehicles shall be licensed with the City of Branson West to operate and adhere to all required insurance and permit requirements per Subsection 6 of this section.
- b) PA sound systems, bells and other similar devices designed to attract attention shall not be used when the Ice Cream Vending Vehicle is stationary.
- c) Ice Cream Vending Vehicles shall only operate between the hours of 10:00 a.m. and 10:00 p.m.
- d) Ice Cream Vending Vehicles shall not be stored at a personal residence within the City of Branson West unless located within a fully enclosed structure.
- e) Ice Cream Vending Vehicles shall:
 - a. Have a clean exterior and interior;
 - b. Be equipped with signs to alert traffic to proceed with caution past the truck while the truck is serving customers;
 - c. Have the company name / operator affixed in a professional manner on the sides and rear of the vehicle,
 - d. Meet all public health requirements per subsection 9 of the Section.