

Food Truck Requirements Checklist

For events/service open to the public:

- Occupational license (unless city sponsored event, then registration permit is required)
- Fire Marshal inspection
- Health Dept. full permit (inspection occurs at point of sales)
- Written permission from property owner if on private property but sales are open to the public
- If serving alcohol, Caterer's letter from City Clerk to submit to State Liquor Office
Also, state and local city liquor licenses and state caterer's permit

For private events not open to the public:

- Occupational license
- Fire Marshal inspection
- Written permission from property owner
- If serving alcohol, Caterer's letter from City Clerk to submit to State Liquor Office
Also, state and local city liquor licenses and state caterer's permit

All documentation above must be attached to the occupational license application and submitted to the Finance Department.

For city-sponsored events open to the public, all documentation must be attached to the registration permit for the event and submitted to the sponsoring City Department.

Food trucks, trailers or carts serving drinks only with no food sales at private events are not subject to the above food truck requirements. If serving alcoholic beverages, contact the City Clerk.