

# Food Truck Check List

- If working a special event, proprietor of said food truck must seek approval of the appropriate board/sponsor of that event before obtaining a City License.
- Must obtain a health department permit from the Lauderdale County Health Department. (256) 764-7453.
- Must be inspected by Florence Fire Department. Contact: Chief Orrick (256) 760-6397.
- Generally, the grant of license applies to public ways but a licensee shall not locate upon private property without the consent of the person in charge of said property. Generally private property use is not a problem if the property has an accessory use. If using the culinary center, must obtain a CO for that. (256) 760-6330.
- Must provide photographs or other accurate descriptions of the mobile food service unit along with size, dimensions and other full descriptions to the **city clerk's office**. License will only pertain to the unit depicted.
- Must fill out a background sheet with the **city clerk's office** related to dates, jurisdiction, court and disposition of all felony charges of the applicant and all misdemeanors and violations directly or indirectly related to food, food prep, license operations and/or business operations.
- Must provide comprehensive general insurance policy to the **city clerk's office** with the following minimums: \$300,000.00 for bodily injury for each person injured, \$1,000,000.00 for bodily injury each occurrence and \$1,000,000.00 for property damage each occurrence. Certificates shall name and endorse as an additional insured the city and all of the city's officers, agents and employees.
- Further, insurance policy or policies shall contain a clause obligating the insurer to give to the city clerk, by registered or certified mail, no less than 30 days' written notice before any material change, cancellation, lapse or termination.
- If proprietor plans to use any public right of way, said proprietor must first seek Police Department approval.
- Once all other provisions have been met applicant can then make application with city clerk's office. Contact: Chris Faust (256) 760-6681.

## Regulations:

See attached ordinance (2018-8) for further.

\*If proprietor is to participate in an event in the parks, there may be additional fees from the Parks & Recreation Department. Contact Sherry Hiebel 256-760-6416.

\*If cooking under a tent and not on a trailer or truck, license can be obtained before health department and fire inspection, as those inspections must be done on site. However, there is no refund on licenses for a failed inspection.