**PERMIT NUMBER:**

**DATE:**

**MOBILE FOOD VENDOR PERMIT APPLICATION**

**All Mobile Food Vendors operating at Special Events or Private Events in the City of Oberlin are required to obtain a Mobile Food Vendor Permit issued by the City Manager.**

**Applicant Instructions:** *(Seasonal Special Event applicants, see instructions below)*

* Complete and sign Section I
* If you are working a **Special Event**, please complete Section II
* If you are working a **Private Event**, please complete Section III
* Once all necessary documents indicated in Section II or Section III have been obtained, with the exception of the Fire Inspection Certification, which may be obtained any time prior to operation, you may mail the completed application and applicable fees to the Oberlin Fire Department (430 S. Main St. 🞄 Oberlin, OH 44074) or hand-deliver it to the same address.

**Fire Inspections:**

A Fire Inspection is required before a Mobile Food Vendor Permit will be issued. The inspection completed by the Oberlin Fire Department may be completed at any time prior to operation, including the day of the event. A successful Oberlin Fire Department Fire Inspection is valid for the calendar year. However, a re-inspection shall be required if there are subsequent material physical alterations to the vehicle.

To complete the fire inspection, you must do the following:

* Obtain an inspection for your LP-tank and system per the instructions in the Mobile Food Vendor Permit Application Packet.
* Once the LP-tank and system inspection is completed, contact the Oberlin Fire Department at (440) 774-3211 to schedule an inspection of your mobile food vehicle. **The inspection must be completed before a permit will be issued.**

**Fees:**

If mailing application and fees, please send a check payable to “City of Oberlin.” If hand-delivering, cash or check is accepted.

* Single Event Application Fee: $50.00 per Event
* Annual Permit Application Fee: $125.00 per calendar year

*Vendors anticipating working multiple events during the year may opt to pay a one-time annual fee of $125.00 for all events worked during the calendar year.* ***Permit application fees are non-refundable once submitted, regardless of whether a permit is issued or denied.***

***Exception: There are no application fees for Mobile Food Establishments owned and operated by Oberlin-based restaurants.***

**Section I: Applicant Information** *(Completed by All Vendors)*

Name of Business: Federal Tax ID Number:

Owner(s) Name(s): Phone:

Email Address:

Mailing Address: City/State/Zip:

I hereby certify that the information contained within and attached to this application is true and accurate.

Signature: Date:

**Section II: Special Event Information** *(Completed by Vendors Working a Special Event)*

*A Special Event is any outdoor activity or series of outdoor activities open to the public specific to an identifiable time and place; most often produced in conjunction with community organizations; held on public property including street rights-of-way, non-profit organization property or non-residential private property; and generally occurring once a year and for which a Special Event Permit is required.*

Name of Special Event: Date of Special Event:

Please attach the following documents to this application:

❑ Certification that the Mobile Food Establishment has passed all necessary inspections by the Lorain County Health

Department or other Ohio county health department under the jurisdiction of the Ohio Department of Health

❑ Certification that the Mobile Food Establishment has passed all necessary inspections by the Oberlin Fire Department

**(May be obtained at any point prior to operation, including the day of the event)**

❑ Evidence of General Liability Insurance Coverage in the minimum amount of one million dollars ($1,000,000)

per occurrence and two million dollars ($2,000,000) in the aggregate. The following must be included in the Certificate

of Insurance to demonstrate appropriate insurance coverage:

* The Certificate of Insurance shall list “City of Oberlin, 85 South Main Street, Oberlin Ohio 44074” as the Certificate Holder and shall name the City of Oberlin, its appointed and elected officials, in their individual and official capacities, employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns as additional insureds.

**Section III: Private Event Information** *(Completed by Vendors Working a Private Event)*

*A private event is a social gathering on private property.*

Date of Event: Times of Service:

Location of Event:

Please attach the following documents to this application:

❑ Site plan illustrating the proposed location of the Mobile Food Establishment

❑ Certification that the Mobile Food Establishment has passed all necessary inspections by the Lorain County Health

Department or other Ohio county health department under the jurisdiction of the Ohio Department of Health

❑ Certification that the Mobile Food Establishment has passed all necessary inspections by the Oberlin Fire Department

**(May be obtained at any point prior to operation, including the day of the event)**

❑ Evidence of General Liability Insurance Coverage in the minimum amount of one million dollars ($1,000,000)

per occurrence and two million dollars ($2,000,000) in the aggregate. The following must be included in the Certificate

of Insurance to demonstrate appropriate insurance coverage:

* The Certificate of Insurance shall list “City of Oberlin, 85 South Main Street, Oberlin Ohio 44074” as the Certificate Holder and shall name the City of Oberlin, its appointed and elected officials, in their individual and official capacities, employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns as additional insureds.

***For Office Use Only:***

**❑ Single Event Permit Fee: $50.00 or ❑ Annual Event Permit Fee: $125.00 Total: $**

**Total Paid: $ ❑ Cash ❑ Check # Receipt Number: Date:**

**APPROVAL:** ❑ Approved ❑ Denied

Inspector Name: Signature: Date:

**$50.00 Application Fee: ❑ Check # ❑ Cash Receipt Number: Date:**