

DEPARTMENT OF CODES & REGULATIONS

444 South 5th Street; Suite 200

Louisville, KY 40202

(502) 574-3591

Steps for obtaining a Food Truck or Mobile Vendor Permit

1. COMPLETED application.
2. Dimensions and photographs (front, both sides, and rear) of the dispensing unit or vehicle.
3. Application fee of \$200.00 per year, per vehicle (**April 1 through March 31**). Applications can be made at any time during the year, however the fee is not pro-rated.
4. Register the business name with the Secretary of State and file the business name with Metro Deeds and Records. If the business is a sole proprietorship, filing of the business name is only necessary.

Office of the Secretary of State
The Capital Building
700 Capital Avenue
Suite 152
Frankfort, KY 40601
(502) 564-3490
www.sos.ky.gov

Metro Deeds and Records
Metro Hall
527 West Jefferson Street
Room 204
Louisville, KY 40202

5. Proof of registration with the Louisville Metro Revenue Commission.

Louisville Metro Revenue Commission
617 West Jefferson Street
Louisville, KY 40202
(502) 574-4900

6. Proof of tax ID number from the Kentucky State Revenue Cabinet.

Kentucky State Revenue Cabinet
600 Cedar Street
2nd Floor
Louisville, KY 40202
(502) 595-4512

7. If applicant is selling food and/or drink which are not pre-packaged, a permit will be needed from the Department of Health.

Louisville Metro Department of Health
400 East Gray Street
Louisville, KY 40202
(502) 574-6650

8. The vehicle license number, description, identification number, registration, and proof of insurance for all vehicles from which the applicant proposes to conduct business.
9. Applicant and anyone vending for the applicant will need a Mobile Vendor ID.

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444 South Fifth Street, Suite 200

Louisville, KY 40202-4314

502-574-3591

APPLICATION FOR VENDOR PERMIT

Stationary/Sidewalk Mobile/Food Truck Peddler Temporary

NAME OF APPLICANT

D/B/A:

BUSINESS ADDRESS ZIP

CONTACT PERSON

HOME ADDRESS ZIP

BUSINESS PHONE HOME PHONE

LOCATION(S) HOURS OF OPERATION

PLEASE ATTACH SEPARATE SHEET FOR MULTIPLE LOCATIONS (FOOD TRUCKS ONLY)

REVENUE COMMISSION NUMBER KY STATE SALES & USE TAX NUMBER

HAS THE APPLICANT EVER BEEN DENIED A LICENSE OR HAD A LICENSE SUSPENDED OR REVOKED? YES NO

IF YES, PLEASE ATTACH A WRITTEN EXPLANATION

LIST OF ITEMS TO BE VENDED

EQUIPMENT/ VEHICLE INFORMATION

TYPE OF EQUIPMENT/VEHICLE TO BE USED

LENGTH OF CART DEPTH HEIGHT W/O UMBRELLA HEIGHT OF UMBRELLA

VEHICLE YEAR: MAKE: MODEL:

INSURANCE INFORMATION

WILL YOU HAVE EMPLOYEES AT THE REQUESTED LOCATION? YES NO

IF YES, PLEASE SPECIFY THE NUMBER OF EMPLOYEES AND THEIR NAMES: NUM OF EMPLOYEES

DOES THE APPLICANT HAVE ANY CRIMINAL CONVICTIONS WITHIN THE PAST 10 YEARS? YES NO IF YES, PLEASE LIST CONVICTION(S) AND DISPOSITION(S)

ATTACH A SEPARATE SHEET OF PAPER, IF NEEDED

LICENSEE HEREBY AGREES THAT IT WILL INDEMNIFY AND HOLD THE CITY OF LOUISVILLE, ITS OFFICERS, EMPLOYEES AND AGENTS HARMLESS FROM ANY AND ALL CLAIMS OF DAMAGE TO PERSON(S) OR PROPERTY WHICH MAY RESULT FROM THE ACTIVITIES PERMITTED HEREUNDER, AND SHALL, IF REQUESTED, FURNISH CORPORATE SURETY OR PROOF OF INSURANCE FOR SUCH INDEMNITY AND IN SUCH MANNER AND AMOUNT AS MAY BE DEEMED REQUISITE.

IT IS UNDERSTOOD THAT FOR REASONS OF SAFETY OR TRAFFIC FLOW, ANY LAW ENFORCEMENT OFFICER MAY MOVE LICENSEE OR HIS/HER AGENT FROM SPECIFIED LOCATION.

PERMIT APPLIED FOR AND ALL TERMS AND STIPULATIONS AGREED TO BY:

SIGNATURE

TITLE

DATE

**RULES, REGULATIONS AND TERMS OF
LMCO 115.350 – 115.368 AND 115.999 (K)**

OPERATIONAL CONSIDERATIONS OF GRANTING PERMITS:

- A. The days and times of use are to be specified and approved by the department. The approved use period will fall between the hours of 8:00 a.m. and 10:00 p.m. unless otherwise specifically approved by the department.
- B. A color photographic representation of the front, rear and side views, of the dispensing unit is to be furnished at the time of application.
- C. No vendor permit will be issued nearer than 150' from the nearest normal entrance of a competing permanent business (fixed real estate) unless otherwise approved by the department (an exception being those hours during which said permanent business is not in operation).
- D. The department will not issue more than 3 stationary/sidewalk vendor permits per face city block unless specifically authorized by the department. There is nothing contained herein to imply that this office must grant up to 3 location per face block. In fact, this office reserves the right to limit said permits as such limitation would best serve the interest of Louisville Metro.
- E. Approval is to be obtained from any regulatory body that has coexistent jurisdiction.
- F. The vendor permit holder must return the specified area and surrounding area to a clean and litter free condition at the conclusion of each separate use period.
- G. No vendor permit will be issued within 100' of the grounds of any elementary or secondary school, on a sidewalk that is less than 10' in width, more than 5' or less than 1' from the curb line of any street, within 15' of any entranceway to or exit way from any building or within 50' of any entranceway to or exit way from any driveway or to the emergency room of any hospital, within 5' of any driveway or intersection of any alley with a street, within 5' of the crosswalk at any intersection, within any bus, taxicab or other passenger or commercial loading zone, within 10' of any fire hydrant, within 10' of any fire escape, within 25' of any other location for which a permit has been issued, situated so that the vending operation will deny reasonable access to or use of any trash receptacle, mailbox, parking meter or other public facility on the sidewalk or on the sidewalks within public parks.
- H. Waterfront and Metro Parks vendor permits may be granted under this type of permit. All of the considerations mentioned above from "A" through "F" will apply to the decision of granting this type of permit.
- I. The following locations are excluded from being eligible to be a permitted location:

South 4th Street between Liberty St. and Chestnut St.

REQUIRED CONDUCT:

Anyone granted any permit under the authorization of LMCO 115.350 to 115.999(K) including the 1999 Series Amendments thereto will be required to:

- A. Confine the permitted use to the specified area and not take more room for storage or other use than that which was permitted.

- B. Have visible to the public the issued vendor permit on the dispensing unit and vendor I.D. on the permit holder.
- C. At a minimum be dressed in shoes, shirt/blouse, pants or skirt. Dress in conformance with reasonable acceptable dress norms. The department will make the decision as to the appropriateness of the dress should the dress become an issue.
- D. Not allow the permitted location to sit idle. The department, at its option, may declare a stationary/sidewalk vendor permit void and treat the permitted location associated with it as vacated and eligible to be reassigned to another applicant should a permit holder allow sporadic use of a stationary/sidewalk vendor permit to occur. For purpose of this requirement, sporadic use will be defined as the stationary/sidewalk permit holder not being at the permitted location at a minimum of three days a week for four consecutive weeks, weather permitting. The cold weather months of November through March are an exception to the above requirement.
- E. Not alter the nature or location of the stated use of the issued permit. More specifically the vendor permit holders may not change to a location different from that which was stated on the application and approved upon issuance of the permit without approval of the department. Nor may they alter without the department's approval the intended use of the issued permit.
- F. Notify the department of intent to change affiliation with vendor permit holders and being issued a new vendor I.D. card.
- G. Not allow anyone to work or assist in the nature of the permitted activity that has not been issued a permit to do so by the department.

Anyone wishing to personally engage in vending, peddling, soliciting, selling, promoting, dispensing, distributing conveying any items or merchandise or offering to do any of the above acts as found in LMCO 115.350 – 115.999(K) will be required to apply for a permit to engage in that activity. The annual fees for these permits are:

Mobile Vendor Vehicle Permit	\$200
Stationary/Sidewalk Vendor Permit	\$200
Private Property Stationary Vendor Permit	\$200
Private Property Stationary Vendor Permit I.D.	\$50
Stationary/Sidewalk Vendor Permit I.D.:	\$50
Mobile Vendor Permit I.D.:	\$50
Solicitor/Peddler Permit I.D.:	\$25
Temporary Vendor Permit (3days):	\$125
Temporary Vendor Permit I.D. (3 days)	\$25

ANNUAL VENDOR PERMIT
STATEMENT OF INTENT AND UNDERSTANDING

The Louisville Metro Government through the Department of Codes and Regulations recognizes the positive benefits that could be derived by Louisville Metro, its citizens and an enhanced ambiance created by thoughtfully granted vendor permits. Moving toward achieving that goal, Louisville Metro recognizes the need to provide control and guidance of this area. It is the intent of Louisville Metro to regulate the activities mentioned in this area and to create an atmosphere in which the permit holder and Louisville Metro mutually benefit whenever possible.

All permits issued under this ordinance and these rules and regulations will expire on March 31st of each year. The permits may be applied for at any time of the year but all will expire on March 31st.

It is agreed and understood that any items that are available to the public for use, sale, display or conveyance not approved on the application and permit that is issued by the Department of Codes and Regulations will be subject to seizure without warrant by an investigator of the department. The intent here is to control the types of items to be distributed and to insure a competitive balance.

It is agreed and understood that any permit issued by the Department of Codes and Regulations under the authorization of LMCO 115.350 to 115.999(K) is conditional to the terms of the ordinance; the rules and regulations of the department; and the best interest of Louisville Metro. The department may modify, suspend, cancel, revoke or otherwise influence the terms of any issued permit.

Hold Harmless Clause: The Applicant will indemnify and hold harmless Louisville Metro, its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees resulting from the permitted activity. The applicant will indemnify and hold harmless Louisville Metro, its agents and employees for bodily injury, disease or death, or injury to or destruction of property, including the loss of use there from, and/or breach of contract that is not caused by any negligent act or omission of willful misconduct of Louisville Metro or its agents and employees acting within the scope of their employment.

The applicant ensures compliance with the following:

The observance of all applicable laws and ordinances;

Any stipulations or restrictions of the permit;

The applicant assumes all liabilities that may arise from the permitted activity.

I have read and understand the above and attached rules and regulations, terms, stipulations, required and prohibited conduct, and statement of intent and understanding. Upon issuance of the requested permit, I hereby agree to all terms and conditions mentioned herein.

Name/Signature

Date

MASTER TEMPORARY VENDOR USE PERMIT:

The purpose of this permit is that the permit holder is granted a wide (but defined) geographical area from which said permit holder is granted the exclusive permitted use of the permitted area to conduct the activity or activities as stated and approved on the application. This permit holder may allow others the use of the permitted privilege provided that the use is consistent with the stated use on the permit application. This permit holder is not relieved from insuring compliance by all persons acting on behalf of the permit holder to any permit requirement of Louisville Metro.

This permit is only to be issued in conjunction with a special event as determined by the department and only to the special event organizers, producers or their designated representative. The fee for this permit is \$100 per special event.

Operational Considerations of Granting these Permits:

- A. The geographic area is to be specifically defined and approved.
- B. The permit holder is required to advise the department on the application of the time, date and event to be held.
- C. The impact upon nearby businesses that could offer a competing service, function or product will be considered.
- D. Approval of any other regulatory body that has coexistent jurisdiction must be obtained by the applicant.
- E. Returning the specified geographic area to a clean and litter free environment at the conclusions of each use and event must occur.
- F. The granted permit will be available on the site and displayed.
- G. This permits duration will not exceed two weeks unless specifically authorized to the contrary by the department.
- H. All others using the permitted privilege will be identified to the department and be subject to the provisions of the ordinance, rules and regulations and terms stipulated.

MASTER ANNUAL VENDOR USE PERMIT:

The purpose of this permit is that the permit holder is granted wide discretion as to the type of events that can be held within a specific geographical boundary. The annual fee for this permit is \$500.

Operational Considerations of Granting these Permits:

- A. The geographical area is to be specifically defined and approved.
- B. The permit holder will notify the department of each event that is to be held within the approved geographical area and provide the dates and times of the event at least seven working days in advance of the event.
- C. The impact upon nearby businesses that could offer a competing service, function or product will be considered.
- D. Approval of any other regulatory body that may have coexistent jurisdiction must be obtained by the applicant.
- E. Returning the specified geographic area to a clean and litter free environment at the conclusions of each use and event must occur.
- F. The granted permit will be available on the site and displayed.

All others using the permitted privilege will be identified to the department and be subject to the provisions of the ordinance, rules and regulations and terms stipulated.