

**DEPARTMENT OF PUBLIC SAFETY
LICENSE SECTION**

MOBILE FOOD VENDING LICENSE CHECKLIST

- ☐ CITY OF COLUMBUS "LETTER OF GOOD STANDING" ISSUED BY THE INCOME TAX DIVISION
 - ☐ COMPLETED MFV APPLICATION
 - ☐ CITY OF COLUMBUS HEALTH DEPARTMENT APPROVAL
 - ☐ CITY OF COLUMBUS FIRE DEPARTMENT APPROVAL
 - ☐ OH DEPARTMENT OF TAXATION VENDORS LICENSE (SALES TAX)
 - ☐ CERTIFICATE OF INSURANCE – MFV UNIT MUST BE LISTED
(\$1,000,000.00 Trucks & Trailers) (\$300,000.00 Pedi-Food Carts & Pushcarts)
(Vehicle or Trailer must be listed as insured and City of Cols must be Certificate Holder)
 - ☐ PROOF OF LAWFUL PRESENCE AND PROOF OF IDENTITY (EXAMPLES ARE ATTACHED)
 - ☐ VEHICLE OR TRAILER REGISTRATION FROM BMV
 - ☐ BACKGROUND CHECK AFFIDAVIT (FOR YOUR EMPLOYEES, IF APPLICABLE)
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- ☐ BCI CRIMINAL BACKGROUND CHECK (OWNER ONLY) ADMINISTERED AT 4252 GROVES RD

FEES

- \$50.00 NON-REFUNDABLE APPLICATION FEE
- \$180.00 LICENSE FEE (Private Property Only)
- \$250.00 CITY RIGHT-OF-WAY FEE (If applicable)

Applications must be submitted in person to the License Section
4252 Groves Rd
Columbus, OH 43232
M 9:00AM – 3:30PM
T-F 8:00AM – 3:30PM
614-645-8366

ALL applicants are required to provide both Proof of Lawful Presence in the United States and Proof of Identity. The following are examples of valid documents:

Proof of Lawful Presence	Proof of Identity
<ul style="list-style-type: none">• U.S Passport or Passport Card• U.S. Birth Certificate• Consular Report of Birth Abroad• Certificate of Naturalization• Employment Authorization Card• Permanent Resident Card	<ul style="list-style-type: none">• Ohio Driver's License• State issued I.D.• U.S. Military I.D.

Welcome to StreetFoodFinder.com!

Here is **how to get started** with SFF:

1. Go to streetfoodfinder.com
2. Please click on the "Options" tab (in the upper right corner)
3. Select "Manage My Truck"
4. You will be directed to a page asking if you are a truck. Currently, our method of ensuring you are a truck is via Twitter. Please click on the "Login using Twitter" button.
(We use Twitter authentication to confirm your ownership, get truck information, and allow you to schedule tweets to your trucks page. You can trust us, we'll NEVER post without your permission.)
5. You will be directed to a page asking for your Twitter login information. Please login with your Twitter username and password to continue.
6. Welcome to your food truck's SFF dashboard! This is where you can book/cancel events, add your menu, etc., enjoy exploring and please seen any feedback you may have.

Let's get started! **How to book an event:**

1. Please login to streetfoodfinder.com (see instructions above if you are new).
2. Click on the "Book Events" tab.
3. You will be viewing a calendar of events. The events that appear green are available for you to book. For quick info about an event you can hover over the green box. Please click on the green event and a window will open with additional, detailed information about this vending spot.
4. If you'd like to book this event, click the "Book Spot" button on the window that opens up.
PLEASE remember prior to booking events, there are booking frequency restrictions specific to vending spots. So when you book a spot with restrictions, the other events for that spot that correspond with the restrictions will NO longer appear in your calendar view for you to book.
5. If you are booking for the first time, you will be asked to enter your credit card information. This card will not be charge without your permission. It is merely kept on file in case you would like to book spots with fees in the future, again with your permission.
6. You have booked an event! You will temporarily see a "Vending Spot Booked!" green bar at the top of the page.
(Once you book an event, it is automatically added to StreetFoodFinder and if you've linked SFF with your Google Calendar we automatically add the event on your Google calendar as well.
7. To view all your booked events, please click on the "My Events" tab.)

Uh oh ... something came up. Here is **how to cancel an event:**

1. Please login to streetfoodfinder.com.
2. Click on the "Book Events" tab.
3. Click the "My Booked Events" button above the calendar to the right.
4. Find the event you would like to cancel and then click the "Cancel" button to the right for that event.
5. A window will open, please confirm it is the correct spot and time you would like cancel and note the cancellation and refund policy.
6. In the box please provide a reason for your cancelation and click the "Yes" button to cancel.

7. You have canceled an event! You will temporarily see a "You have successfully unbooked" green bar at the top of the page.

If you run into any issues, please click the blue "CLICK HERE FOR HELP" button at the bottom right of the page. Please enter your email and explain to us the issue you are having. We will be notified that you are running into a problem and will get back to you in 24 hours. Thank you for using SFF!

We love our food trucks and hearing from you so feel free to reach out to us. You can also send us feedback via our form, found in "Options" in the upper right corner of the page.

OFFICE USE ONLY

License # _____

PROW License # _____

Decal # _____

Issue Date _____

Expiration Date _____

DEPARTMENT OF PUBLIC SAFETY
LICENSE SECTIONTHE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYORDEPARTMENT OF
PUBLIC SAFETY**MOBILE FOOD VENDOR
APPLICATION**☐ **NEW** ☐ **RENEWAL**☐ **TRUCK** ☐ **TRAILER** ☐ **PUSHCART** ☐ **PEDI-CART** ☐ **ICE CREAM TRUCK****OWNER INFORMATION**

Full Name:

Date of Birth:

Residential Address:

City:

State:

Zip:

Phone:

Email:

Driver License #:

State:

Expiration Date:

Race:

Sex:

Height:

Weight:

Hair:

Eyes:

Are you legally authorized to work in the United States? ☐ Yes ☐ No**All applicants will be required to prove Lawful Presence in the United States and provide Proof of Identity.**Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, list all felony convictions that occurred in the United States within the past seven (7) years:

Are you on felony probation or parole? ☐ Yes ☐ No

If yes, date began:

Have you ever been required to register as a sexual offender? ☐ Yes ☐ No

If yes, date registered:

Have you had a City of Columbus license and/or permit revoked, refused, or suspended within the past three (3) years?
☐ Yes ☐ No**BUSINESS INFORMATION**

Business Name:

Federal ID #:

Business Address:

City:

State:

Zip:

Business Phone:

Business Email:

VEHICLE/TRAILER INFORMATION			
Year:	Make:	Type:	
VIN:	License Plate:	State:	
Power Source: <input type="checkbox"/> Propane <input type="checkbox"/> Generator <input type="checkbox"/> Electric (Outlet connect)(Private Property ONLY) <input type="checkbox"/> Other: _____			
Where will food items be sold? <input type="checkbox"/> Public Right of Way <input type="checkbox"/> Private Property			
If private property, give address of location:			
<p style="text-align: center;">PER REGULATIONS SET IN COLUMBUS CITY CODE 501.05(E), THE LICENSE SECTION HAS THE POWER TO MAKE RULES REGARDING THE "QUALIFICATIONS OF THE APPLICANTS AND THE CONDITIONS PRECEDENT THE APPLICANTS MUST MEET PRIOR TO THE ACQUISITION OF LICENSES." FOLLOWING THIS DIRECTION, ALL APPLICANTS MUST BE ABLE TO READ, SPEAK, AND COMPREHEND THE ENGLISH LANGUAGE IN ORDER TO OBTAIN A VALID LICENSE. BY INITIALING ON THE LINE BELOW YOU AGREE THAT YOU ARE ABLE TO FULFILL THIS REQUIREMENT.</p> <p style="text-align: center;">_____ INITIALS</p>			
<p style="text-align: center;">ALL INFORMATION CONTAINED IN THIS APPLICATION IS SUBJECT TO DISCLOSURE AS A MATTER OF PUBLIC RECORD. ANY FALSE STATEMENT MADE OR GIVEN IN THIS APPLICATION SHALL RESULT IN DENIAL, OR FUTURE REVOCATION OF THIS LICENSE, AS WELL AS CRIMINAL PROSECUTION UNDER CHAPTER 2321.13 (A-3), (A-5), AND CHAPTERS 501 AND 540 IN THE COLUMBUS CITY CODE.</p>			
<p>State of Ohio, County of Franklin</p> <p>_____, being duly sworn, deposes and says he or she is the (Print Applicant's Name)</p> <p>individual making the foregoing application; that he or she is knowledgeable with respect to that which is to be licensed; and that the answers to the foregoing questions and other statements contained herein are true of his or her own knowledge and belief.</p> <p style="text-align: right;">_____ (Applicant's Signature)</p> <p>Sworn to before me and subscribed in my presence this _____ day of _____, 20____.</p> <p style="text-align: center;">_____ Notary or Agent of Director of Public Safety</p> <p style="text-align: center;">Must be SIGNED, DATED, and NOTARIZED.</p>			

DEPARTMENT OF PUBLIC SAFETY
LICENSE SECTION



DEPARTMENT OF
PUBLIC SAFETY

**MOBILE FOOD VENDING
BACKGROUND CHECK
AFFIDAVIT**

PLEASE COMPLETE AND SIGN AT THE LICENSE SECTION

I, _____, owner of, _____, a mobile food vendor, hereby acknowledge that upon issuance of a Mobile Food Vending license, I will obtain criminal background checks of all employees and will not employ any individual who has a criminal conviction listed in Section 573.08(b) of the Columbus City Code. I will provide written documentation of any change in the information required along with written documentation of any modification, damage, destruction or decommission of the unit with ten (10) calendar days of such change set forth in Chapter 573.03(b)(10) and (11) in the Columbus City Code.

I understand that I am certifying that these statements are true and acknowledge that the information contained herein may subject me to certain penalties which include, but not limited to, suspension, revocation or permanent revocation of the Mobile Food Vendor license.

State of Ohio, County of Franklin

Owner's Printed Name: _____

Owner's Signature: _____

Sworn to before me and subscribed in my presence this _____ day of _____, 20____.

Officer or Agent of the Director of Public Safety