



# MOBILE FOOD VENDOR PERMIT APPLICATION

Submit Application To: Owasso City Clerk  
200 South Main  
Owasso, OK 74055  
jstevens@cityofowasso.com

## SELECT TYPE OF MOBILE FOOD VENDOR:

Food Truck/Trailer Mobile Food Vendor: A Mobile Food Vendor operating from a vehicle, trailer, or cart that is designed and equipped to prepare, cook, and serve open food products. Does not stay in one (1) location longer than seventy-two (72) hours.

Pre-Packaged Mobile food Vendor: A Mobile Food Vendor operating from vehicle or trailer that is limited to the sale of commercially manufactured pre-packaged products or products that are prepared and packaged at a licensed food service establishment. Does not stay in one (1) location longer than seventy-two (72) hours.

Stationary Food Vendor: A non-permanent Mobile Food Vendor serving in one (1) location for a temporary period of time. Can be a truck, trailer, or cart. Stationary Food Vendors stay in one (1) location for longer than seventy-two (72) hours and must obtain a Temporary Use Permit (TUP) in addition to completing the Mobile Food Vendor application.

## GENERAL INFORMATION:

Has the Business Obtained a City of Owasso Mobile Food Vendor Permit in the past?      Yes      No

Name of Business:

Business Address:

City                      State                      Zip Code

Phone:

Email:

Name of Owner:

Owner Address:

City                      State                      Zip Code

Phone:

Email:

## VEHICLE INFORMATION:

Make:

Model:

Year:

Tag #:

Issuing State:

## DESCRIPTION OF FOOD ITEMS TO BE SOLD:



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## REQUIRED WITH APPLICATION:

Valid Oklahoma Tax Commission Sales Tax Permit

Valid Oklahoma State Department of Health Permit

Valid Driver's License or State Issued Identification Card

Photo of the Food Vehicle

Permission Letter

- \* Include property owner name, contact information, dates and times of allowed operation, and description of the location where the vehicle will be parked.

If driving through residential areas, a disclosure and authorization must be submitted for a background check.

If a Stationary Food Vendor, a Temporary Use Permit must be completed and submitted to Community Development Department.

## ADDITIONAL INFORMATION:

Every individual, business, or organization who engages in the business of mobile food vending in the City of Owasso shall procure from the City Clerk a permit, and shall pay a permit fee in relation to the type of service provided.

All Mobile Food Vendors must adhere to the requirements and regulations stated in the Owasso Code of Ordinances.

All individuals conducting a Mobile Food Vending Service within the city limits of Owasso must plainly display the permit on the mobile food vending vehicle or equipment where it may be readily seen by any City official, law enforcement officer or other regulatory official, and by any person or customer approaching the vendor's vehicle or mobile food vending equipment.

It is the responsibility of the vendor to obtain the permission of any individual or business whose property is used to conduct business. Vendors wishing to conduct business on City property must obtain the permission of the City of Owasso beforehand.

Stationary Food Vendors must obtain a Temporary Use Permit in addition to the Mobile Food Vendor Permit.

## APPLICANT SIGNATURE:

Type of Service	Fee*
Food Truck/Trailer	\$25.00/Year
Pre-Packaged	\$25.00/Year
Stationary Mobile Food	
1-120 Days Temporary Use Permit	\$250.00/Year
121-365 Days Temporary Use Permit	\$500.00/Year
Replacement of Lost Permit	\$5.00
Background Check for Food Vendors Traveling in Residential Areas	\$10.00

\*Permit Fees Established by Resolution 2018-13