



City Offices

6000 McColl Drive, Savage, MN 55378 | 952-882-2660 | 952-882-2656

MOBILE FOOD UNIT/FOOD TRUCK PERMIT APPLICATION

CHECKLIST OF REQUIRED APPLICATION MATERIALS

All materials listed below must be submitted to the City Clerk for consideration of your Mobile Food Unit/Food Truck Permit Application. ***Incomplete applications will not be accepted.***

- Fully completed Mobile Food Unit/Food Truck Permit Application form
 - Receipt of Ordinance Acknowledgment form (*applicant retains ordinance*)
 - Valid government-issued picture ID (*to be copied by City staff at time of application*)
 - Valid copy of the related license or permit issued by the State of Minnesota (Dept of Health or Dept of Agriculture) required to operate a mobile food unit
 - Certificate of Liability Insurance
 - A certificate of insurance that has been issued to the applicant by an insured company authorized to do business in the State of Minnesota verifying that the applicant is insured against claims arising out of all operations of such applicant under this chapter for the sum of at least one million dollars (\$1,000,000) against liability for bodily injuries and for at least one million dollars (\$1,000,000) against liability for damage or destruction of property.
 - Fee of \$50
-
- Permit expires December 31st regardless of the date issued in the calendar year.
 - No selling until permit has been issued – to do so is a violation of City Ordinance and is cause for denial of the permit.



CITY OF
SAVAGE
MINNESOTA

Mobile Food Unit/Food Truck Permit Application

City of Savage
6000 McColl Drive
Savage, MN 55378

Office: 952-882-2660
Fax: 952-882-2656
Email: comments@cityofsavage.com
Website: cityofsavage.com

The City of Savage requires mobile food unit/food truck vendors to obtain a city-issued license before selling in the community. They are required to display their city-issued license when doing business within the City of Savage.

Business hours: Residential 9 a.m. – 10 p.m.; Commercial/Industrial 9 a.m. – 2 a.m.
Mobile food units are allowed up to four (4) consecutive days in one location.

HOW TO OBTAIN A PERMIT

Completed applications can be mailed, emailed, or faxed to the City of Savage provided all the requirements below are met. Applicants can also apply in person. Office hours are Monday-Friday, 8 a.m. – 4:30 p.m. (except on national holidays).

Requirements

The following materials must be submitted to the City Clerk for consideration of a Mobile Food Unit/Food Truck Permit.

- A completed Mobile Food Unit/Food Truck Permit. Application and supplemental required documents. Please print legibly using blue or black ink. Answer all questions and indicate not applicable (NA) if appropriate.
- Supply a readable and clear copy of a valid government-issued picture ID.
- A valid copy of the related license or permit issued by the State of Minnesota (Dept of Health or Dept of Agriculture) required to operate a mobile food unit.
- A current certificate of insurance that has been issued to the applicant by an insured company authorized to do business in the State of Minnesota verifying that the applicant is insured against claims arising out of all operations of such applicant under this chapter for the sum of at least one million dollars (\$1,000,000) against liability for bodily injuries and for at least one million dollars (\$1,000,000) against liability for damage or destruction of property.
- Signed receipt of Ordinance Acknowledgment of Chapter 112 of the Savage City Code as it pertains to Mobile Food Units.

Payment

A payment of \$50 per mobile food unit/food truck is due with the submission of the application. Payments can be mailed to or dropped off at City Hall. Checks made payable to the City of Savage. Credit card payments are accepted with a processing fee. **Applications will not be processed until payment is received.**

For all applications received:

- ✓ The permit expires December 31st regardless of the date issued in the calendar year.
- ✓ No business shall be conducted until a permit has been issued – to do so is a violation of City Ordinance and is cause for denial of the permit.



MOBILE FOOD UNIT/FOOD TRUCK PERMIT APPLICATION

City of Savage | 6000 McColl Drive, Savage MN 55378 | Office: 952-882-2660 | Fax: 952-882-2656
 Email: comments@cityofsavage.com

Directions: Print legibly using blue or black ink. Answer all questions and indicate "N/A" if not applicable.

FOR OFFICE USE ONLY				
Date: _____		Date Mailed/Picked up: _____		Payment Method: Cash Check # Credit Card
SECTION 1: APPLICANT (MUST BE THE OWNER)				
First Name			Last Name	
Middle			Email _____	
Address				
City		State	Zip	County
Cell Phone		Home Phone		Business Phone
SECTION 2: BUSINESS INFORMATION				
Business Name			Phone	
Address				
City		State	Zip	County
A brief description of the nature of the business and the products to be sold:				
TRUCK/MOBILE FOOD UNIT INFORMATION				
Year	Make	Model	Color	State of Registration
License Plate Number			Registered Owner Name(s)	
Truck/Mobile Unit Description:				
ACKNOWLEDGEMENT OF RESPONSIBILITY				
By signing below, I certify that: <ul style="list-style-type: none"> I will obtain written property owner consent before operating my food truck anywhere within the City. I am responsible for complying with all City Code requirements and the laws of the State of Minnesota with regard to this request; and have received a copy of City Code Chapter 112 related to mobile food units/food trucks. I the permit expires on December 31 of the calendar year this application is submitted. The information I have provided on this application is truthful. I confirm that the application is complete and all required information has been provided. 				
_____ Applicant Signature			_____ Date	

RETAIN THIS PERMIT APPLICATION AS PROOF OF PERMIT

FOR OFFICE USE ONLY
FOOD TRUCK PERMIT

City of Savage | 6000 McColl Drive, Savage MN 55378 | Office: 952-882-2660

POST IN LOCATION LICENSED
NOT TRANSFERABLE
NOT VALID UNLESS COUNTERSIGNED

Pursuant to City Ordinances and regulations and conditioned upon payment of the required fee, the permit is hereby granted for the term and purpose stated.

LICENSEE: _____

BUSINESS NAME: _____

Expiration: 12/31/20____

City Clerk or authorized personnel signature



CITY OF
SAVAGE
MINNESOTA

CITY HALL
6000 McColl Drive
Savage, MN 55378

 952-882-2660
 952-882-2656
 comments@cityofsavage.com
 cityofsavage.com

Savage City Code
Title XI: Business Regulations
Chapter 112: SOLICITATION
Mobile Food Units
Sections 112.34 – 112.40

Receipt of Ordinance Acknowledgement

I acknowledge receipt of Chapter 112 of the Savage City Code for Solicitation; and I have read and understand the Ordinance.

Print Applicant Name: _____

Signature: _____

Date: _____

passed 2-16-2016; Ord. 85-, passed 6-6-2-2022) Penalty, see § 10.99

§ 112.09 SEVERABILITY.

Should any section, clause or portion of this article be found invalid, unenforceable or unconstitutional by a court of competent jurisdiction, the finding shall not apply to any other section, clause or portion of this subchapter, unless the court's finding specifically provides otherwise.

(Prior Code, § 3-3-11) (Ord. 412, passed 8-7-1995; Ord. 769, passed 2-16-2016)

§ 112.10 PENALTY.

(A) Failure to perform, meet or comply with any condition or obligation imposed upon any person by the City Code shall constitute a sufficient ground to deny, suspend, or revoke a permit.

(B) A person who commits or attempts to commit, conspires to commit or aids or abets in the commission of an act constituting a violation of this subchapter, whether individually or in connection with one or more other persons or as principal, agent, or accessory is guilty of a misdemeanor. A person who falsely, fraudulently, forcibly or willfully induces, causes, coerces, permits or directs another to violate a provision of subchapter is guilty of a misdemeanor.

(Ord. 769, passed 2-16-2016)

MOBILE FOOD UNITS

§ 112.34. PURPOSE.

It is the purpose of this subchapter to protect the public health, safety, and welfare through the regulation of mobile food vendors.

§ 112.35. DEFINITIONS.

When used in this subchapter, the following terms have the following meanings:

MOBILE FOOD UNIT. A self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle that is readily movable without disassembling and that is used to store, prepare, display or serve food intended for individual portion service.

LOCATION. One unit of a recorded plat, subdivision, or registered land survey, or a recorded parcel described by metes and bounds.

SPECIAL EVENT. A wedding, anniversary party, birthday party, employee party, graduation party and other similar events, as well as a parade, race, or public assembly as defined in Chapter 92 of the City Code. (Ord. 850. Passed 6-6-2022)

§ 112.36 LICENSING.

Mobile Food Units shall comply with the following:

(A) *Annual license.* An annual license allows mobile food unit operations during a calendar year in accordance with the terms of this subchapter. All licenses granted shall expire on December 31. A mobile food unit license is non-transferable and proof of license shall be displayed at all times in the mobile food unit.

(B) *License fees.* The fee for mobile food unit licenses shall be established by resolution of the City Council.

(C) *City license.* It is unlawful for any person to operate a mobile food unit in the city without first obtaining a license from the city. An application for a license shall be filed with the City Clerk, along with the required fee, on a form supplied by the city and containing the following information:

- (1) A description of the nature of the business and the goods to be sold and the license plate number or description of the mobile food unit to be used in conjunction with the activity;
- (2) The name of the applicant must be the owner of the mobile food unit;
- (3) The applicant's full legal name, other names the applicant uses or is known by, date of birth and driver's license number or other legal identification with a photograph of the applicant;
- (4) The permanent and any temporary home and business address, phone numbers, and email address of the applicant;
- (5) The name, address, and contact information for the commissary with which the mobile food unit is affiliated, if applicable;
- (6) A certificate of insurance by an insurance company authorized to do business in the State of Minnesota, evidencing the following:
 - (a) A certificate of insurance that has been issued to the applicant by an insured company authorized to do business in the State of Minnesota verifying that the applicant is insured against claims arising out of all operations of such applicant under this chapter for the sum of at least one million dollars (\$1,000,000) against liability for bodily injuries and for at least one million dollars (\$1,000,000) against liability for damage or destruction of property.

(b) That the City is named as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all such coverages;

(c) That the insurance policies have been endorsed to require that the City be notified 30 days in advance of any cancellation of the policy or a material modification of a coverage term;

(7) A valid copy of the related license or permit issued by the State of Minnesota Department of Health or Department of Agriculture required to operate a mobile food unit.

(D) *Review.* The City Clerk shall return an incomplete application to the applicant with notice of the deficiencies. Upon receipt of a complete application, the City Clerk shall process the application.

(E) *Appeal.* An applicant may appeal the denial of a permit under this subchapter by filing a request for a hearing with the Chief of Police, within ten (10) days of the date of the notice of denial of the permit, consistent with the requirements identified in §112.05 (C) of this chapter;

(F) *Exception to City License.* A mobile food unit that is participating in a special event as defined in § 112.35, or otherwise subject to Chapter 92 of the City Code, shall be exempt from the licensing requirement of 112.36 for the duration of the special event. (Ord. 850, passed 6-6-2022; Ord. 858, passed 04-03-2023).

§ 112.37. CONDITIONS.

All Mobile Food Units shall comply with the following:

(A) *Locations.* A mobile food unit may operate in a private commercial or industrial parking lot and at private residential property, with the written consent of the private property owner. The mobile food unit licensee shall provide a copy of the private property owner's written consent to the City upon demand. When operations occur at a private residential property, mobile food unit sales may only be for private event purposes, as defined in §112.35 and not open for sales to the general public. In such cases, the mobile food unit may park on the public street immediately adjacent to the property holding the event, for no more than a 12-hour period. A mobile food unit may operate in a city park only with written approval from the City Parks and Recreation Director or if part of an approved civic or special event as permitted under Chapter 92 of City Code.

(B) *Performance standards.* A mobile food unit licensee is subject to the following performance standards:

(1) A mobile food unit may not operate on the same commercial or industrial property more than 4 consecutive days.

(2) A mobile food unit shall operate only during the hours of 9:00 a.m. and 10:00 p.m. in residential areas; and 9:00 a.m. to 2:00 a.m. in commercial or industrial areas.

(3) A mobile food unit must dispose of its gray water daily and may not be drained into city storm water drains.

(4) An out of service mobile food unit may be stored only in an area zoned C-2, I1, or I2, where outside storage is allowed by conditional use permit.

(5) A mobile food unit is not required to obtain a sign permit from the city. However, no additional signage is permitted beyond that which is on the mobile food unit unless it meets the following requirements:

(a) One single sandwich board style sign is permitted per mobile food unit;

(b) The maximum sign size is 8 square feet;

(c) The sign must be placed on the ground and within 10 feet of the mobile food unit;

(d) The sign must not be placed within the public right-of-way except with the express written permission of the city; and

(6) A mobile food unit shall have at least one fire extinguisher in the unit. If deep frying occurs, then it must have at least one Class K fire extinguisher. Each fire extinguisher must display an inspection tag dated within the past 12 months.

(7) Propane tanks must be attached or secured to the mobile food unit and must be adequately ventilated.

(8) A mobile food unit must provide an independent power supply that is screened from public view.

(9) Refuse containers must be provided for customers. The operator of the mobile food unit is responsible for removing all litter and refuse associated with the mobile food unit.

(10) A mobile food unit shall comply with all applicable federal, state and local laws, ordinances, regulations, parking zones, and posted signs. (Ord. 850, passed 6-6-2022; Ord. 858, passed 04-03-2023)

§ 112.38. INDEMNIFICATION

All mobile food units shall defend, indemnify and save the City, its officials, agents and employees, harmless from and against all liabilities, losses, damages and claims of damages

(including all reasonable costs, attorneys' fees, and other expenses incident thereto) suffered or incurred by the City, its officials, agents and employees, that may arise by reason of any act or omission on the part of the Mobile Food Unit owner, operator, employees, its agents, or independent contractors, while engaged in operations under this subchapter.
(Ord. 850, passed 6-6-2022)

§ 112.39. SUSPENSION OR REVOCATION OF LICENSE

A license issued pursuant to this subchapter may be suspended by the City Administrator if the licensee has violated any portion of this subchapter, or is otherwise conducting business in such a manner as to constitute a breach of peace, fraudulent conduct, or any other conduct that is prohibited by local, state or federal laws or regulations. Falsification of information required for a license is also grounds for denial, suspension or revocation of a license. The license shall be automatically revoked if the licensee does not file an appeal pursuant to this subchapter. When taking action on any license issued under this subchapter, the city official shall provide the licensee with written notice of the violation. The notice shall inform the licensee of its right to be heard before the City Council. The notice shall also inform the licensee that the license shall be automatically revoked if no appeal is filed within 21 days of the date of the notice by the city official. The City Council shall not conduct a hearing on a suspension or revocation unless a request is made by the licensee in writing. If a request for a hearing is made, the City Council shall conduct the hearing at the next available City Council meeting. No City Council resolution or other notice calling for a hearing shall be required.
(Ord. 850, passed 6-6-2-2022)

§ 112.40. VIOLATIONS AND PENALTIES

(A) *Misdemeanor.* A person who commits or attempts to commit, conspires to commit or aids or abets in the commission of an act constituting a violation of this subchapter, whether individually or in connection with one or more other persons or as principal, agent, or accessory is guilty of a misdemeanor. A person who falsely, fraudulently, forcibly or willfully induces, causes, coerces, permits or directs another to violate a provision of subchapter is guilty of a misdemeanor.

(B) *Public Nuisance.* Any condition caused or permitted to exist in violation of any of the provisions of this subchapter is a threat to public health, safety, and welfare, and is declared and deemed a public nuisance. The City may exercise any remedy available at law or in equity to abate, enjoin, or otherwise compel the cessation of such nuisance and shall be entitled to recover its costs and expenses, including reasonable attorney fees, so incurred.

(C) *Remedies Not Exclusive.* The remedies listed in this subchapter are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the city to seek cumulative remedies. The City may recover all attorneys' fees court costs and other expenses associated with enforcement of this subchapter.
(Ord. 850, passed 6-6-2022)