

CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
info@hamlakemn.gov

FEE: \$50.00
DATE: _____
RECEIPT # _____
DRIVERS LIC: _____

MOBILE FOOD TRUCK AND TRAILER VENDING LICENSE APPLICATION

Food Truck Business Information

Complete Legal Business Name _____

Food Truck Name(dba) _____

MN Business Tax ID# _____ Federal Tax ID# _____

Address of Business: Street _____

City _____

State _____ Zip _____

Description of Food You Offer: _____

Food Truck Vehicle / Trailer Information

Vehicle License Plate # _____

State Issuance _____

License Year _____

Color _____

Make / Model _____

Vehicle Insurance Company _____

Policy Number _____

Date Of Insurance Coverage _____

Owner Personal Information

First Name _____

Last Name _____

Email Address _____

Street _____ City _____

State _____ Zip _____

Social Security # _____

Cell Phone # _____ Business Phone # _____

CHECKLIST OF REQUIRED DOCUMENTATION

- License Application, Fully Completed.
- Fee Payment (annually \$50)
- Photocopy of Current Minnesota Driver's License, Minnesota State Issued Identification Card or other Government Issued Identification.
- Background Consent Form
- Department of Health Certificate
- Valid Fire Safety Inspection
- Minnesota Worker's Compensation Form
- Data Privacy Advisory (State requirement)

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ ARTICLE 7- OF THE HAM LAKE CITY CODE pertaining to Mobile Food Trucks.

Applicant knows the contents of this application and supporting affidavits and that the statements herein are true or his/her own knowledge, save as to such as are herein stated information and belief, and as to those, he/she believes them to be true.

APPLICANT:

Signature

Date

CERTIFICATION OF COMPLIANCE

MINNESOTA WORKERS' COMPENSATION LAW

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage of Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

INSURANCE COMPANY NAME: _____
(NOT the insurance agent)

POLICY NUMBER _____

DATES OF COVERAGE: _____ to _____

OR

I am not required to have workers' compensation liability coverage because:

- () I have no employees
- () I am self-insured (include permit to self-insure)
- () I have no employees who are covered by the workers' compensation law (these include: Spouse, Parents, Children and Certain Farm Employees).

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

NAME:

(last, first, middle)

DOING BUSINESS AS:

(business name if different than your name)

BUSINESS ADDRESS:

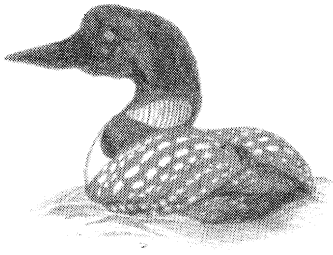
CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE DATE

Mobile Food Truck or Trailer Vending

1. **Application:** An application for outdoor food sales shall be applied for and may be granted by the City of Ham Lake on an annual basis.
2. **County License Required:** A license from the Anoka County Health and Environmental Services Department must first be applied for and granted. A copy of said license shall be provided to the city upon application of city license.
3. **Anoka County Fire Inspection:** Proof of a county or state fire inspection must have been conducted and passed before city license is issued. This inspection can be conducted by most fire departments in Anoka County for a fee and is valid in any city for Anoka County for the current year.
4. **Insurance:** Proof of state issued personal and vehicle license, registration and insurance must be provided as part of the application.
5. **Vending:** A maximum of 21 days in total is allowed per location annually.
6. **Vending:** Vending is not allowed within 150 feet of the property line of any restaurant unless prior written authorization is provided by the restaurant.
7. **Vending:** Is not allowed in any city park unless prior written permission from an organization or individual holding a special event permit. The vendor must have written authorization from said organization or individual when obtaining a city license.
8. **Vending:** Is not allowed on any city street, public right- away, or within 10 feet of any property line.
9. **Hours:** The hours of operation shall be between 9 a.m. and 10 p.m.
10. **Exemptions:** No license is required on private property for private events where sales are not made to the public. The mobile food unit must be fully contained on private property and must comply with all other applicable state laws and city codes.



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NOTICE OF AND CONSENT TO BACKGROUND CHECK

To the person named below: Minnesota state law or the policies/codes of the City of Ham Lake requires that the City of Ham Lake conduct background checks for the issuance of certain licenses, employment as a firefighter, or employment in a position involving interaction with children. By law, the city cannot deny employment or licensure to a person convicted of a crime unless that crime has a direct relationship to the position or licensure being sought. You have applied for licensure or employment of a nature requiring a background check.

PLEASE PRINT

Type of License Applied for: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Or

Type of Employment under consideration: _____

INDIVIDUAL APPLICANT INFORMATION:

Name: _____ Date of Birth: _____
 First Middle Last

Maiden, Alias, or Former Names: _____

Current Address: _____

Previous Addresses (last 5 years): _____

Phone Number: _____ Alternate Phone Number: _____

Driver's License or Alternate ID: _____ (please attach a copy)
(State ID, Military ID, passport)

Social Security Number: _____

Data Privacy Advisory: The data supplied on this form will be used to assess the qualifications for a license. This data is not legally required but the City will not be able to grant the license without it. If a license is granted, the data will constitute a private record. The data is needed to distinguish this application from others, to identify this application in City License files, to verify the identity of the applicant, to contact the applicant if additional information is required and to determine if the applicant meets all ordinance requirements.

I, the undersigned, do hereby authorize and grant my informed consent to permit the City of Ham Lake, or any entity designated by the City of Ham Lake to obtain from any appropriate and lawful sources, any and all data on my background whether or not classified as private. The expiration of this authorization shall be one year from the date of my signature. This background check may include criminal history, driver's license data, and outstanding warrants.

Signature

State of Minnesota)
) **ss Acknowledgement (Individual)**
County of Anoka)

This instrument was acknowledged before me on _____, 20____, by

_____.

Notarial Seal:

Notary Public

7-1500 Mobile Food Truck and Trailer Vending

7-1501 License Required

- a- An annual city license is required for all mobile food trucks, trailers and stands that sell food and drink to the public.
- b- A valid license from Anoka County Health and Environmental Services Department is required
- c- Proof of the current year passed Anoka County or State fire inspection.

7-1502 Term

License shall be issued for one-year period and shall expire on December 31 of each year.
License must be posted in a visible location

7-1503 Location

- a. The duration cannot exceed Twenty-one days (21) in any one location in the city.
- b. Must be on private property
- c. Cannot be within 150 feet of another restaurant without written permission from said restaurant.
- d. Cannot be in any city park without prior written permission from organization or individuals holding a special event permit.
- e. Cannot be in a city street, public right-of-away, or within 10' of any property line.

7-1504 Exceptions

No license is required on private property for private events where sales are not made to the public. Mobile food units must be fully contained on private property and must comply with all other applicable state laws and city codes.

7-1505 Conditions of License

Any violation of city or state code will result in license revocation for the remainder of the year.