



MOBILE FOOD UNIT APPLICATION

Dear Applicant:

The City of Big Lake is pleased to consider your Mobile Food Unit Application. This letter and the attached materials are intended to assist you with the formal processing of your application.

APPLICATION

The attached materials outline the processing procedures, submittal requirements, and fees for your Mobile Food Unit application. City staff uses these checklists to monitor the status of your application. Applicants are encouraged to contact us with any questions. The contact person for Mobile Food Unit Applications is: Deputy City Clerk Janette Rust at jrust@biglakemn.org or by phone at 763-251-2983.

REQUIRED FEES – Payment can be made by cash, check, or credit card. The City of Big Lake offers an annual permit, along with tiered pricing for shorter term permits. Payments can be made online at www.biglakemn.org. Select the *Make a Payment* icon, *All Other Payments*, and 16. Permits – Must Submit Application for the payment description.

- **Annual Permit Fee** - All Annual Permits expire January 1st of each year.
 - ✓ Annual Fee - **\$200**
 - ✓ Annual Fees can be prorated by month.

- **Daily Fees** – Applicant must contact the Deputy City Clerk at least twenty-four (24) hours in advance of operating, and must provide the date and location of vending.
 - ✓ 1 to 4 Day Permit (days do not need to be concurrent) - **\$50**
 - ✓ 5 to 10 Day Permit (days do not need to be concurrent) - **\$100**



CITY OF BIG LAKE MOBILE FOOD UNIT APPLICATION

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR A PERMIT AND AGREES TO OPERATE IN THE CITY OF BIG LAKE IN ACCORDANCE WITH THE REGULATIONS GOVERNING THIS ENTERPRISE AS SET FORTH IN THE BIG LAKE CITY CODE. IT IS UNDERSTOOD THAT FAILURE TO CONFORM RENDERS THIS PERMIT NULL AND VOID.

Duration of Permit:

- 1 to 4 days (\$50)
- 5 to 10 days (\$100)
- Annual (\$200)

Dates of Operation:

Annual Permit Holders are not required to notify the City what dates they will be operating. Daily Permits must provide 24 hour notice on dates they will be operating (see backside for further information).

APPLICANT INFORMATION

Full Name (Last, First, Middle):	Date of Birth:	Sex:
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Business Name:	Business State Tax ID #:
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Applicant's Address: <small>Is this your permanent address? Y -or- N If NO, please provide permanent address also.</small>	Business Address (if different):
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Daytime Phone:	Cell Phone:	Email:
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Have you ever been convicted of a crime, misdemeanor, or violation of any ordinances related to this type of business? If so, provide details, location(s), and date(s).

FOOD AND LOCATION INFORMATION

Describe the food(s) that will be sold:	Are you licensed by the MN Dept. of Health or Agriculture? Y / N You must provide a copy of your license.
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VEHICLE INFORMATION

Make:	Model:	Year:	Color:	Plate:
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You must attach a CERTIFICATE OF INSURANCE per City Code. Attached? Y / N
City of Big Lake must be listed as co-insured if vending on any City Property. Detailed requirement information listed on backside of application.

HOURS AND DURATION OF SALES

Mobile Food Unit Operations shall be regulated by MN Department of Health/Agriculture Licensing. Hours of operations in the City of Big Lake is regulated by Big Lake City Code Section 321.03, Subd. 7.I.

List hours you wish to operate:

PREVIOUS LICENSES HELD

List the past three (3) municipalities you held a license for operating a Mobile Food Unit. Please state city, state, and dates worked.

1. _____
2. _____
3. _____

APPLICANT AND PROPERTY OWNER SIGNATURES

<p>APPLICANT (*Applicant must also sign backside)</p> <p><input type="checkbox"/> I have fully read and understand the Big Lake City Code regarding Mobile Food Units in its entirety, and agree to respect and obey all regulations of said Code in regard to MFU's.</p> <p>_____ Signature of Applicant</p> <p>_____ Date</p>	<p>PROPERTY OWNER (if on private property)</p> <p><input type="checkbox"/> I hereby give my permission for the applicant to operate a Mobile Food Unit at my property as described below.</p> <p>_____ Property Address</p> <p>_____ Signature of Owner</p> <p>_____ Date</p>
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*Notice to Applicant:

In the course of your application for a license under the City of Big Lake's general licensing requirement, you may be asked to supply non-public data. The purpose and intended use of this data is to provide a means for the City to evaluate whether you comply with the application requirements for the general license application. You may refuse to supply the requested data, but this may result in an incomplete application which may result in your application being denied. This non-public data may be reviewed by the City of Big Lake, employees of the City of Big Lake who are assigned to review such information, and the City of Big Lake's legal counsel. In addition, this data may be reviewed by specific Board and subcommittees of the City of Big Lake, who assist the City in evaluating your application. You hereby agree to release the data to those Boards and subcommittees for the purpose of effectuating that review.

Failure to complete, supply, or falsify any or all information contained within this application will result in a delay or denial or revocation of your license and/or application.

The undersigned understands and consents to the release and use of private or confidential data, as described above. Also, the undersigned does hereby agree to defend, indemnify, and hold harmless, the City of Big Lake, its officers, employees, and agents, for any and all claims, causes of action, lawsuits, losses or expenses, including reasonable attorney's fees and costs, on account of bodily injury, sickness, disease, death, and property damage as a result of any action of the undersigned.

Applicant Signature

Date

CONTACT INFORMATION, REQUIRED FEES, AND DOCUMENTATION

STAFF COMMENTS	CITY CONTACT PERSON	Deputy Clerk Janette Rust Email: jrust@biglakemn.org Phone: 763-251-2983	
Received by: _____ Date Rec'd: _____ Cash/Check # _____/CC	FEES	Annual Permit - (expires January 1 st of each year). Annual fees can be pro-rated. Applicant is not required to contact the City with dates of operation. Daily Permit 1 to 4 Day Permit 5 to 10 Day Permit	\$200 \$ 50 \$100
Daily Licenses 1 to 4 Day –or- 5 to 10 Day Dates do not need to be consecutive, or pre-determined at time of application. Applicant must notify the City within 24 hours of selling. Notification can be by phone at 763-251-2983 or by email at jrust@biglakemn.org	1 to 4 Day Term ((\$50 fee due at application) DAY 1 _____ DAY 2 _____ DAY 3 _____ DAY 4 _____	5 to 10 Day Term ((\$100 fee due at application) DAY 1 _____ DAY 6 _____ DAY 2 _____ DAY 7 _____ DAY 3 _____ DAY 8 _____ DAY 4 _____ DAY 9 _____ DAY 5 _____ DAY 10 _____	
Date Submitted: _____	INSURANCE CERTIFICATE	Please provide a CERTIFICATE OF INSURANCE *general policy of liability insurance which shall provide a limit of coverage of not less than three hundred thousand dollars/one hundred thousand dollars (\$300,000/\$100,000) for bodily injury and twenty-five thousand dollars (\$25,000) for property damage. *If vending is occurring on City owned property (streets, right-of-way, parks, etc.), the City must be listed as <u>Coinsured</u> (additional insured) on the policy.	
Date Submitted: _____	COPY OF STATE LICENSING	Applicants must provide proof of State Department of Health or Agriculture Approved license. A copy of the license can be hand delivered, or emailed.	
Is a Noise Permit Required? Y / N If so, List Permit No. _____	NOISE PERMIT	Section 321.03, Subd. 6. Regulates Sound Devices. No person operating a Mobile Food Unit shall shout, make any cryout, blow a horn, ring a bell or use any sound device, including any loud speaking radio or sound amplifying system upon any public property, or upon any private premises in the City where sound of sufficient volume is emitted or produced therefrom to be capable of being plainly heard upon public property, for the purpose of attracting attention to any goods, wares or merchandise which such permittee proposes to sell, unless prior approval with conditions is received from the City.	