



City of Manteca Recreation and Community Services Department
 252 Magnolia Avenue, Manteca CA 95337 • Phone: (209) 456-8600 • Fax: (209) 923-8954
 www.mantecagov.com/recreation



MOBILE FOOD VENDOR PERMIT APPLICATION

Business name: _____

Food Truck name (if different): _____

Food Truck address: _____ City, State, Zip: _____

Name of individual representing business: _____

Contact phone number: (____) _____ Email address: _____

Mobile Food Vendor Vehicle make: _____ Model: _____ Year: _____

VIN: _____

How will you be disposing of gray water/untreated waste? _____

What are your sources of fresh water? _____

What are your sources of power? _____

What permit type are you applying for? (check one) V1 V2 V3 V4 V5

(see Definitions on following page)

PERMIT FEES

There is a fee of \$10/day or \$70/week fee for a permit to operate in Manteca parks.

ATTACH THE FOLLOWING DOCUMENTS TO THIS APPLICATION:

- ____ Copy of San Joaquin County Environmental Health Department License/Permit
- ____ Copy of City of Manteca Business License
- ____ Proof of Insurance Documentation, as detailed in this document
- ____ Photograph(s) of the Mobile Food-Vending Vehicle
- ____ Copy of your Menu

RETURN THE APPLICATION WITH REQUIRED DOCUMENTS TO:

Manteca Recreation and Community Services Department, 252 Magnolia Avenue, Manteca, CA 95337

Applicant signature Date

Print applicant name Date

Property owner signature Date

<p>STAFF USE ONLY</p> <p>Date application received: _____</p> <p>Fees paid? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Amount paid \$ _____</p>	<p>PERMITTED DATES:</p> <p>_____ through _____</p> <p>Insurance Received? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Verified by: _____</p>	<p>DEPARTMENT APPROVALS:</p> <table border="1"> <thead> <tr> <th></th> <th>NAME</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>Recreation:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>CDD:</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		NAME	DATE	Recreation:	_____	_____	CDD:	_____	_____
	NAME	DATE									
Recreation:	_____	_____									
CDD:	_____	_____									
<p>NOTES:</p>											

VENDOR DEFINITIONS

Types of Permits

Mobile Food Vendor permits shall be designated and defined as follows:

V1 – Allows a Mobile Food Vendor to operate on private commercial property.

◇ *Apply for V1 if you plan to operate only as contracted for private business events.*

V2 – Allows a Mobile Food Vendor to operate **ONLY** at active, permitted construction sites.

◇ *Apply for V2 if you plan to operate only at construction sites (This is your classic cantina style truck.)*

V3 – Allows a Mobile Food Vendor to operate **ONLY** on City of Manteca property.

◇ *Apply for V3 if you plan to operate only at city parks or other City-owned properties or City-designated sites.*

V4 – Allows a Mobile Food Vendor to operate **ONLY** in a residential zone.

◇ *Apply for V4 if you plan to operate only as contracted for events at private residences.*

V5 – Allows a Mobile Food Vendor to operate in all areas set out in **V1** through **V4** (provided, however, that a V5 permit requires an additional, annual processing fee of \$200, as staff will need to further review to ensure that the Mobile Food Vendor shall be in compliance with this Chapter, including recreation review, site plan review, and potential review by other departments, including, but not limited to Finance or the Police Department; in addition, the issuance of a V5 permit is included within the limit of V1 permits set out in section 10.70.040).

◇ *Apply for V5 if you wish to operate in any authorized area within the City limits.*



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•MOBILE FOOD VENDORS IN CITY PARKS•

OPERATIONAL RULES FOR MOBILE FOOD VENDORS IN CITY PARKS

- No MFVV shall park, stand, or conduct business within areas of the City or parks where the MFVV has not been authorized to operate. A MFVV registration does not grant or entitle the vendor to exclusive use of any park or area.
- Vehicles must be placed in a manner to not cause safety concerns, such as blocking a fire lane or emergency building exits, obstructing vision at a driveway, blocking sidewalks, etc. For the safety of all patrons, the customer service area for your MFVV shall be on the side away from streets and toward lawn, patio, or sidewalk when parked. Per MMC Section 10.44.120, specific location must be approved by the City Traffic Engineer.
- MFVV shall be parked only in pre-approved areas within the parks.
- All food shall be prepared, sold, and displayed from inside the MFVV.
- No MFVV shall set up a dining or cooking area outside of the truck, including but not limited to tables, chairs, grills, booths, stools, benches, or stand-up counters.
- No sound-amplifying equipment is allowed, with the exception of a portable generator.
- All MFVV vendors shall offer a waste container for public use, which the vendor shall empty at its own expense each day, including all trash and gray water originating from the operation of the MFVV. Food, spills, or garbage from patrons shall be cleaned up.
- Signage is allowed on the MFVV, and one freestanding temporary sign is permitted. Signage must not block sidewalks or walking paths.
- No flashing or blinking lights are allowed on MFVV.
- Awnings and umbrellas attached to MFVVs shall have a minimum clearance of 7 feet between the ground level and the lowest point of the awning/umbrella or support structure.
- Any power required for the MFVV shall be self-contained and shall not use utilities drawn from the public, unless written permission is obtained and in conjunction with a City event, program, or activity. Power cords shall not cross any sidewalk, path, or street.

INSURANCE REQUIREMENTS

General Liability

Minimum Limits of Insurance: The organization using City facilities shall maintain limits no less than:

- General Liability Insurance with \$1,000,000 minimum limit per occurrence.
- General Liability Additional Insured Endorsement naming the following as insured ***on 2001 or earlier issued endorsement forms: "The City of Manteca, its officers, officials, employees, agents, and volunteers."***
- Automobile Liability Insurance with \$1,000,000 minimum limit per accident for bodily injury and property damage.
- Automobile Liability Additional Insured Endorsement naming the following as additional insured:
"The City of Manteca, its officers, officials, employees, agents, and volunteers."

Other Insurance Liability

The General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Manteca, its officers, officials, employees, agents, and volunteers are to be covered as insureds as respect to: liability arising out of the activities performed by or on behalf of the Insured (applicant); products and completed operations of the applicant; premises owned, occupied or used by the applicant; or automobiles owned, leased, hired or borrowed by the applicant. The coverage shall contain no special limitations on the scope of protection afforded the City, its officers, officials, employees, agents, or volunteers.
2. For any claims related to this event, the applicant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents, or volunteers, shall be excess of the applicant's insurance and shall not contribute with it.
3. The applicant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City of Manteca.

Verification of Coverage

Applicant shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the City. All endorsements are to be received and approved by the City before any use permits will be granted. As an alternative to the City's forms, the applicant's insurer may provide complete, certified copies of all required insurance policies including endorsements effecting coverage required by these specifications.

Sample Site Plan – Food Truck with outdoor dining area

- All dining areas and equipment subject to regulations and requirements of San Joaquin County Environmental Health Department.
- Walkways minimum 36" wide.
- Structures larger than 120 sq ft subject to building permit.
- Shade structures must be anchored or otherwise securely weighted down.
- Trash discarded daily.
- May not block designated handicap parking.
- May not blocked designated pedestrian pathways.
- May not block public right-of-way.

