

Permit Number: \_\_\_\_\_



# Mobile Food Vendor (Food Truck) Permit Application

Village of Union Grove · 925 15<sup>th</sup> Ave. Union Grove, WI 53182 · Phone: (262) 878-1818  
Fax: (262) 878-3782 · E-mail: info@uniongrove.net · Website: uniongrove.net

---

Effective August 15, 2020, a mobile food vendor permit is required in the Village of Union Grove for any restaurant or retail food establishment where food is served or sold from a movable vehicle, trailer, push cart or similar portable device. The requirement does not apply to home delivery of food or beverage items or for approved vendors at the Union Grove Public Market or a special event approved by the Union Grove Village Board or Recreation and Parks Committee. Mobile Food Vendors may not operate on public streets or public property unless approved as part of a special event.

To apply for a permit, submit this application and permit fee by mail, in the Municipal Center drop-box or in-person at the Municipal Center during normal business hours (Monday-Friday, 8 a.m. to 4:30 p.m.). Contact the Village Offices for questions at (262) 878-1818.

## Section A. Permit Type (Please select one):

- Annual Permit** – Valid from July 1 through June 30 of the following year. Applications for renewal shall be submitted at least 15 days prior to July 1. Limit of four (4) annual permits issued per permit year. Permit fee of \$400.00 which may be prorated according to the date it is issued.
- Daily Permit** – Valid for one day for a maximum of six hours. Up to five (5) daily permits may be issued to the same vendor within a twelve (12) month period. Permit fee of \$35.00 per day.

Date(s) and Time(s) Requested: \_\_\_\_\_

## Section B. Application Checklist:

- Submit a copy of a passing mobile food truck inspection report from the Central Racine County Health Department (262) 898-4460 or the Department of Agriculture, Trade and Consumer Protection (DATCP).
- Submit a copy of WI Seller's Permit.
- Submit a copy of written permission from property owner.

## Section C. Applicant Information:

1. Full Name: \_\_\_\_\_
2. Full Address: \_\_\_\_\_
3. Telephone Number: \_\_\_\_\_
4. E-mail Address: \_\_\_\_\_
5. Driver's License/State ID No.: \_\_\_\_\_

**Section D. Business Information:**

- 1. Business Name: \_\_\_\_\_
- 2. WI Seller's Permit No.: \_\_\_\_\_
- 3. Contact Name: \_\_\_\_\_
- 4. Full Address (If different than above): \_\_\_\_\_
- 5. Telephone Number: \_\_\_\_\_
- 6. E-mail Address: \_\_\_\_\_

**Section E. Vehicle/Trailer Description**

- 1. Year / Make / Model / Color: \_\_\_\_\_
- 2. License Plate No.: \_\_\_\_\_

**Section F. Food Vendor Information**

- 1. Nature of business and brief description of the type of food products to be sold:  
\_\_\_\_\_
- 2. Address or location from which business will be conducted: \_\_\_\_\_  
\_\_\_\_\_
- 3. Date(s) and Time(s) of Operation: \_\_\_\_\_
- 4. Most recent municipalities where applicant conducted business: \_\_\_\_\_  
\_\_\_\_\_
- 5. Have you ever been convicted of any crime or ordinance violation relating to food peddler or transient merchant business within the past five years?  Yes  No

If yes, please list the nature of the offense: \_\_\_\_\_

**Section G. Certification and Signature**

I attest that the information in this application is true and correct to the best of my knowledge. I have reviewed the municipal ordinances that apply to mobile food vendors and I agree to comply with them. I understand that violation of any regulations pertaining to mobile food establishments may be grounds for revoking a permit and/or forfeiture. I understand that issuance of a permit creates no legal liability, express or implied, on the Village of Union Grove. I understand that all fees are non-refundable.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**This Section for Office Use Only:**

Date Filed: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_ Received By: \_\_\_\_\_

Administration Committee Approval Date (for original/annual permit): \_\_\_\_\_

Approval by Administrator or Designee (for renewal/annual or daily permit): \_\_\_\_\_

Permit Issue Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Comments: \_\_\_\_\_

## Sec. 22-155. Mobile food vendors.

### (a) Definitions.

- (1) "Mobile Food Vendor" or "Vendor" means the owner, owner's agent or employee of a Mobile Food Establishment within the Village of Union Grove.
- (2) "Mobile Food Establishment" means a restaurant or retail food establishment where food is served or sold from a movable vehicle, trailer, push cart, or similar portable device which periodically or continuously changes location and requires a service base to accommodate the unit for servicing, cleaning, inspection and maintenance. This Ordinance does not intend to regulate home delivery of food or beverage items, nor temporary food/product stands, which may be regulated by a peddler's permit or by other Village codes.
- (3) "Food" means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.

### (b) License Required.

- (1) No Mobile Food Vendor shall serve or sell any Food whatsoever in the Village of Union Grove without first obtaining an approved permit, except for vendors approved by the Greater Union Grove Area Chamber of Commerce for the Farmers Market or from the Village Board or Recreation and Parks Committee for a Special Event.
- (2) In addition, all Vendors shall be licensed for such use by the State of Wisconsin or any other competent Health Department for any mobile restaurant or Mobile Food Establishment which chooses to operate within the jurisdiction of the Village, in accordance with Sec. 50-3(e).
- (3) An annual permit for operating a Mobile Food Establishment shall be applied for annually. An annual permit, when granted shall be displayed at all times at the Mobile Food Establishment along with the State license. The annual permit shall be valid from July 1 through June 30 of the following year unless the Village Board approves alternative dates. Original applications require approval from the Administration Committee. Applications for renewals shall be submitted at least 15 days prior to July 1 and shall be handled in the same manner as original applications but may be approved by the Village Administrator or his/her designee.
- (4) A daily permit for operating a Mobile Food Establishment shall be applied for at least twenty-four (24) hours in advance of the proposed date and time of operation. A daily permit, when granted shall be displayed at all times at the Mobile Food Establishment along with the State license. Up to five (5) daily permits may be issued to the same vendor within a twelve (12) month period. Daily permits may be approved by the Village Administrator or his/her designee.
- (5) Vendors are allowed to operate on private property with non-residential zoning with written permission from the property's owner and as allowed by the Greater Union Grove Chamber of Commerce for the Farmers Market. Vendors are not allowed on public property or public streets except for special events that have received approval from the Village Board or Recreation and Parks Committee. **The permittee may not be located at one location for more than six (6) hours within a 24-hour period.** This time restriction does not apply to authorized permits for the Farmers Market or Special Events.
- (6) **Mobile Food Establishments must be located at least 100 feet from the front door of any restaurant and outdoor dining area and at least 50 feet from any permitted Mobile Food Establishment location, unless specifically allowed by the Greater Union Grove Area Chamber of Commerce for the Farmers Market or from the Village Board or Recreation and Parks Committee for a Special Event. Additionally, Mobile Food Establishment must be parked at least 15 feet from any fire hydrant, and 5 feet away from any driveway, sidewalk, utility box or vault, handicapped ramp, building entrance or exit. These minimum distance requirements are all measured in a straight line from the closest point of the proposed Mobile Food Establishment location to the closest point from the buffered object, or in the case of a restaurant, measured from the closest point of the restaurant's main entrance.**

- (7) Vendors must dispose of all waste associated with the Mobile Food Establishment operation. Village receptacles may not be utilized for this purpose. No liquid waste or grease may be poured into any tree pit, storm drain, gutter pan, sidewalk, or any other public space. Grease shall not be released into the Village's sanitary sewer system. All areas within 5 feet of the Mobile Food Establishment must be kept clean.
- (8) Vendors shall not utilize tables, chairs, free-standing signage, or audio amplification in conjunction with the Mobile Food Establishment. All equipment associated with the Mobile Food Establishment must be located within 3 feet of the Mobile Food Establishment and may not be placed within the public rights-of-way. The Greater Union Grove Area Chamber of Commerce, Village Board or Recreation and Parks Committee may allow certain exceptions to this section as part of the Farmers Market or special event.
- (9) Operation. Mobile Food Vendors are allowed to operate in the Village Monday through Sunday between 6:00 a.m. and 7:00 p.m., unless permission to operate outside of these hours is specifically granted by the Village Board or Recreation and Parks Committee for a special event.
- (10) A permit shall be issued to a person or legal entity. A permit shall not be transferable. A permit is valid for one movable vehicle, trailer, push cart, or similar portable device only and shall not be transferrable between devices.
- (11) Any Mobile Food Vendor shall fully and without haste comply with any order of a Sherriff's Department Officer, Fire Department officer, or other Village official to ensure the safety of the public. Failure to comply may result in suspension or revocation of the permit and/or issuance of a citation as allowed by law.
- (12) The number of permits allowed to be issued per year and the fee for a permit as herein provided shall be as set forth and modified from time to time from the Village Board by Resolution.

**(c) Application process.**

- (1) Any person desiring to operate a Mobile Food Establishment shall apply for a permit and pay the established fee. The application shall be sworn to by the applicant and filed with the Village and shall contain such information as the Village shall require for the effective enforcement of this section and the safeguarding of the residents of the Village from health risks, fraud, misconduct or abuse.

**(d) Violations.** In addition to any other remedy, any person who fails to comply with the provisions of this section shall, upon conviction thereof, be subject to the penalties set forth in section 1-11 of this Municipal Code. Each day a violation exists or continues shall constitute a separate offense.”