



City of Circleville

Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

License #: _____

Date: _____

Application for Food Truck License

Please select one of the following license types:

- Monthly (\$10) Semi-annual (\$20) Yearly (\$30) Yearly Renewal (\$10)

Applicant or Owner Name: _____ Phone #: _____

Applicant/Owner E-mail: _____

Applicant/Owner Address: _____

Business Name of Food Truck: _____ License Plate #: _____

Federal Tax ID # (if available): _____

SS # (if FDID not available): _____

Transient Vendor's License Number (required if selling items other than food): _____

Insurance Company Name: _____ Coverage Amount: _____

Truck Size (dimensions): _____ Type of Fire Extinguisher: _____

Applicant Signature: _____ Date: _____

Do not fill below line

Fee Collected: _____ By: _____ Date: _____

Cash Credit Card # Exp Security Code ZIP Name on Card Address Signature

Approved Denied By: _____ Date: _____

Comments:

Food Truck License Requirements

To obtain a license, the following information is required:

- Proof of Ohio Department of Taxation Transient Vendor's License, if required by State law
- Copy of current and valid state vehicle registration information for the unit proposed to be permitted for food service operation
- Proof of current and valid license issued by the applicable department of health pursuant to the Ohio Revised Code to conduct retail food operations
- Federal Tax Identification number of Social Security Number if no Federal Tax Identification number is available. If the applicant is not current and compliant in the payment of any taxes on payroll and net profits, proof that the applicant has entered into an agreement to pay any delinquency and is abiding by the terms of the agreement is required at the time this application is submitted.
- Proof of liability and property damage insurance. Limits of such coverage shall not be less than \$300,000 for Food Carts and not less than \$1,000,000 for Food Trucks/Trailers.
- Inspection and approval of all fire extinguishers by the Circleville Fire Department
- Payment of a Food Cart and Food Truck/Trailer License:
 - Monthly License: \$10
 - Semi-Annual License \$20
 - Yearly License: \$30
 - Yearly License Renewal \$10

(Although the license is approved for a month to six months to a year period, the applicant must still obtain either a Right-Of-Way permit or Zoning Permit as applicable)

Please acknowledge that you have read and understand the above:

Applicant Signature: _____

Date: _____



City of Circleville

Department of Public Service

City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.ci.circleville.oh.us

License #: _____

Date Issued: _____

Food Truck License Application Checklist

- All application information filled out in full
- One paper and one electronic copy of the application submitted to the City of Circleville.
- Copy of current and valid state vehicle registration for the unit proposed for food service operation
- Proof of current and valid license from the applicable department of health to conduct retail food operations
- Proof of Ohio Dept. of Taxation Transient Vendor's License (if required, only for vendors selling non-food items)
- Proof of liability and property damage insurance
- Inspection and approval of all fire extinguishers by the Circleville Fire Department OR photo of inspection tag on the fire extinguisher
- Paid application fee