



# FOOD & PRODUCE TRUCK APPLICATION

## Application Requirements

This application must be completed and submitted with application fee and ALL required attachments.  
(Checks payable to the City of Palatka)

### **Required Attachments:**

- Fire Safety Inspection
- Letter of Authorization from Property Owner
- Copy of State Certifications and/or License (Food Trucks)
- Proof of IRS 501(c) (3) status (Produce Trucks)
- Proof of liability insurance. If on public property, City of Palatka to be named as additional insured.

## Property Information

1. Address/Location for Truck: \_\_\_\_\_
2. Parcel Number: \_\_\_\_\_
3. Lot Size/Acreage: \_\_\_\_\_
4. Closest Intersecting Streets: \_\_\_\_\_
5. Property use and description of activities occurring on the site:  
\_\_\_\_\_  
\_\_\_\_\_
6. Specific description of the type of sales (including type of goods to be sold, hours/days of the week of operation):  
\_\_\_\_\_  
\_\_\_\_\_

## Information

### **Property Owner Information:**

Property Owner Name(s): \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

### **Applicant Information:**

Name of Food / Produce Truck: \_\_\_\_\_

Truck Owner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

**To Be Notarized**

Name (Print Name): \_\_\_\_\_

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

STATE OF \_\_\_\_\_ County of \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_ who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

State of \_\_\_\_\_ at Large

Type of Identification Produced: \_\_\_\_\_

**For Official Use Only**

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Current FLU Designation: \_\_\_\_\_

Preliminary Review By: \_\_\_\_\_

Date: \_\_\_\_\_



# FOOD & PRODUCE TRUCK APPLICATION

**Food truck** means a readily moveable, licensed, motorized wheeled vehicle, containing a mobile food unit or a towed wheeled vehicle, designed and equipped to serve food, which is temporarily stored on a privately-owned lot or public right-of-way where food items are sold to the public

**Produce truck** means a box or semi-tractor trailer truck utilized to deliver and dispense fresh produce or cottage foods to approved locations within the city.

## **Zoning Code Section 94-207. - Produce trucks.**

- (a) Allowable sales items include of fresh produce and cottage foods, the latter of which is defined by the Florida Dept. of Agriculture and Consumer Services as items such as breads, cakes, cookies, candies, jams, jellies, and fruit pies.
- (b) Dispensation of goods is allowed from box or tractor-trailer trucks, or goods may be placed on a system of orderly-arranged tables outside such trucks.
- (c) Produce trucks are limited to parking lots or other paved areas.
- (d) Property owner must provide written permission for the activity.
- (e) Trucks shall not block driveways, emergency access lanes, sidewalks, or streets.
- (f) Trucks shall not utilize required minimum parking, but may utilize excess parking, or may utilize minimum parking outside hours of operation associated with the owner/user of the parking area.
- (g) Hours of operation are limited to daylight hours.
- (h) Produce trucks are allowed in the following zoning districts: DB (downtown business), DR (downtown riverfront), PBG-1 (public buildings and grounds), and C-2 (intensive commercial), and are also allowed in all city-owned parking lots with the written approval of the city manager.
- (i) An approved food truck program may not have more than two events per week.
- (j) Produce trucks must be parked at least 150 feet from a residentially zoned property.
- (k) Produce truck locations must be always kept neat and clean. Any solid waste must be removed immediately after an event.
- (l) Produce truck programs must be run by a 501(c)(3) nonprofit organization, and must hold and display all required local, state, or federal licenses required for such a use.
- (m) Produce truck operators must provide liability insurance at an amount agreed to by the city, naming the City of Palatka as additional insured.

([Ord. No. 15-43](#), § 1(Exhibit. A), 11-12-2015)

## **Zoning Code Section 94-208. - Food trucks.**

- (a) Uses must be located on private property, except that in the downtown overlay zone, food trucks shall be allowed in right-of-way parking areas, excluding St. Johns Avenue frontage, and only on spaces adjacent to undeveloped lots or parking lots. Food trucks must be at least 200 feet from a residentially zoned property.
- (b) Property owner's written permission is required.
- (c) Required state and local permits and business licenses must be maintained and displayed.
- (d) Uses are limited to a self-contained truck/trailer.
- (e) Vehicles must be located at least 200 feet from the main entrance to any eating establishment (including other food truck) unless the owner of the establishment provides a letter of no objection.
- (f) Signage is limited those signs that are painted on or attached to the truck.
- (g) Hours of operation are limited to 6:00 a.m. to 10:00 p.m.
- (h) Available parking is required: in the C-2 and PBG-1 zoning districts, food trucks shall only occupy and utilize excess parking (above and beyond minimum parking requirements for existing uses), and in the downtown zoning districts food trucks shall have available public parking in the immediate vicinity (within 500 feet).
- (i) Vehicles must be maintained in a clean and orderly manner; litter and debris must be removed quickly.
- (j) Lidded trash can is required; no unscreened plastic bags or loose objects allowed.
- (k) Vendor must remove waste or trash at the end of each day or as needed to maintain the health and safety of the public. Liquid waste or grease shall be disposed of at an approved location and not placed in such places as storm drains or onto any sidewalk, street, or other public space.
- (l) Due to temporary nature of use, public bathroom facilities and parking are not required; however, nearby toilet facilities are required for employees. An agreement with a nearby property owner (within 500 feet) to provide bathroom facilities for food truck workers is required.
- (m) Up to four outdoor tables seating 16 customers are allowed, which shall be maintained in an orderly appearance and not block pedestrian movement along sidewalks. Outdoor seating shall require bathroom facilities for customers.
- (n) Operators must hold, and display all required local, state, or federal licenses required for such a use.
- (o) Proof of insurance shall be required. For operation on public property, insurance is required naming the business owner as insured and naming the city as additional insured regarding coverage for claims for personal injury, death, and property damage in the amount of \$500,000.00 per person and \$1,000,000.00 per accident for personal injury/death and \$300,000.00 for property damage. ([Ord. No. 15-42](#), § 1(Exhibit. A), 11-12-2015)

## Mobile Food Truck Inspection Checklist

\_\_\_\_\_ Visual Inspection of LPG and piping for cooking fuels

--shut off sticker or signage

\_\_\_\_\_ Visual inspection for generators

--10' from combustibles

--no refueling during open hours

\_\_\_\_\_ Visual Inspection of general housekeeping

--clear means of egress

\_\_\_\_\_ Inspect extinguishers- tagged and in date- K class and ABC

--K class required with grease laden vapors

\_\_\_\_\_ Visual inspection of electrical panel

--no open spaces

--panel secure and all parts in place

\_\_\_\_\_ Proper tag, licenses and certifications - Health Dept., Restaurants, City business license etc.

\_\_\_\_\_ Suppression and Hood- tagged and in date

--Nozzles aligned with cooking appliances

--Cleaning tags licensed company

\_\_\_\_\_ All doors and vents open during cooking

\_\_\_\_\_ Trailer secure and stable



# FOOD & PRODUCE TRUCK APPLICATION

## Checklist for Inspection of Mobile Food Trucks

### General Safety Checklist

1. Obtain license or permits from local authorities. (1:1.12.8 a)
2. Ensure there is no public seating within the mobile food truck. (1:50.7.1.6.3)
3. Check that there is a clearance of at least 10' away from buildings, structures, vehicles, and any combustible materials. ( 96:7.8.2/ 96:7.8.3)
4. Verify fire department vehicular access is provided for fire lanes and access roads. (1:18.2.4)
5. Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. (1:13.1.3) ( 1:13.1.4-5)
6. Check that appliances using combustible media are protected by an approved fire extinguishing system. (96:10.1.2)
7. Verify that portable extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. ( 96:10.9.3)
8. Where solid fuel cooking appliance produce grease laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. (96:14.7.1)
9. Ensure that workers are trained in the following:
10. Proper use of portable fire extinguishers and extinguishing systems. (10:1.2)
11. Proper method of shutting off fuel sources. (96:10.4.1)
12. Proper procedure for notifying the local fire department (1:10.14.9)
13. Proper procedure for how to perform simple leak test on gas connections. ( 58:6.16-17)

### Fuel and Power sources Checklist

1. Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. (1:10.14.10.1)
2. Ensure that refueling is conducted only during non-operating hours. (96:B.18.3)
3. Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing or enclosures. ( 96:B.16.2.2)
4. Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. (1:11.7.2.1.2)
5. Check all surfaces of engine-driven sources of power are cool to the touch prior to refueling from a portable container.
6. Make sure that exhaust from engine-driven source of power complies with the following:
7. -at least 10' in all directions from openings and air intakes. (96:B.13)
8. -at least 10' from every means of egress. (96:B.13)
9. -directed away from all buildings. (1:11.7.2.2)
10. -directed away from all other cooking vehicles and operations. (1:11.7.2.2)
11. Ensure that all electrical equipment appliances, fixtures, equipment, and wiring complies with NFPA 70 (96:B.18)

## Propane System Integrity checklist

1. Check that the main shutoff valve on all gas containers is readily accessible. (58:6.26.4.1)
2. Ensure that portable gas containers are in the upright position and secured to prevent tipping over. (58:6.26.3.4)
3. Inspect gas systems prior to each use. (96:8.19.2.3)
4. Perform leak testing on all new gas connections affected by replacement of an exchangeable container. ( 58:6.16.-17)
5. Document leak testing and make documentation available for review by the authorized official. (58:6.26.5.1)
6. Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. (58:6.26.5.1 b)
7. Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. (96:B. 19.2.1)

## Operational Safety Checklist

1. Do not leave cooking equipment unattended while it is hot. (leading cause of home fires)
2. Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. ( 96:14.2.2-3)
3. Close gas supply piping valves and gas container valves when equipment is not in use. (**58:6.26.8.3**)
4. Keep cooking equipment, including the cooking ventilation system, clean by removing grease. (**96:11.4**)

## Solid Fuel Safety Checklist (wood, charcoal, and other solid fuel)

1. Fuel is not stored above any heat-producing appliance or vent. (96:14.9.2.2)
2. Fuel is not stored closer than 3' to any cooking appliance. ( 96:14.9.2.2)
3. Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. (96:14.9.2.7)
4. Fuel is not stored in the path of ash removal or near removed ashes. ( 96:14.9.2.4)
5. Ash, cinders, and other debris should be placed in a closed, metal container located at least 3' from any cooking appliance. (96:14.9.3.8)