

# Mobile Food Unit License Application

Permit # \_\_\_\_\_

The completed application will be reviewed by the City Clerk. If all license requirements are fulfilled, a license will be issued.

Failure to provide complete and accurate information will result in denial of the license.

As part of this application, you will be required to have a fire inspection completed by City of Monticello Fire Inspector.

**Application must be submitted 3 days prior to event, to guarantee review and fire inspection.**

## Application Checklist

Completed Application - (Contact Jennifer Schreiber at [Jennifer.Schreiber@ci.monticello.mn.us](mailto:Jennifer.Schreiber@ci.monticello.mn.us))  
Fire Inspection (Contact Fire Inspector Mark Gerger at [Mark.Gerber@ci.monticello.mn.us](mailto:Mark.Gerber@ci.monticello.mn.us) or 763-295-3060)  
Copy of Valid driver's license or valid government-issued photo ID  
Proof of Minnesota Department of Health license or Department of Agriculture  
Certificate of Insurance by an insurance company authorized to do business in Minnesota

## 1. Type of License

**Annual** – Fee \$75 (Due at time of application)

**Temporary 1 day** – Fee \$25 (Due at time of application) **Date of event:** \_\_\_\_\_

**Fire Inspection** – Fee \$50 (Due at time of inspection) (In lieu of inspection and fee you may submit an approved fire inspection certificate from another jurisdiction.)

## 2. Applicant (Owner)

Full Legal Name (first, middle, last): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

## 3. Business Information

If your business will have multiple food truck units in the City of Monticello, please fill out this page for each truck.

Name of Company: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Name and contact information of primary food truck operator, if different from applicant/owner:

Describe the items to be sold: \_\_\_\_\_

## Mobile Food Unit Vehicle

License Plate #	State	Make	Model	Year	Color
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## Commissary

The state of Minnesota requires all mobile food units to store and prepare food in a licensed commercial kitchen.

Commissary Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Commissary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Location where disposing gray water (used water), if different from commissary: \_\_\_\_\_

## Certificate of Insurance Information

The City requires all applicants to provide a Certificate of Insurance by an insurance company authorized to do business in the state of Minnesota, evidencing the following forms of insurance:

- Commercial general liability insurance, with a limit of not less than one million dollars (\$1,000,000.00) each occurrence. If such insurance contains an annual aggregate limit, the annual aggregate limit shall be not less than two million dollars (\$2,000,000.00);
- Automobile liability insurance with a limit of not less than \$2,000,000 combined single limit. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned vehicles;
- Food products liability insurance, with a limit of not less than one million dollars (\$1,000,000.00) each occurrence;
- Public liability insurance, with a limit of not less than one million dollars (\$1,000,000.00) each occurrence;
- Property damage insurance, with a limit of not less than one million dollars (\$1,000,000.00) each occurrence;
- Workers compensation insurance (statutory limits) or evidence of exemption from state law; and
- The City shall be endorsed as an additional insured on the certificate of insurance and the Umbrella/Excess insurance if the applicant intends to operate its mobile food unit on public property.

The Certificate of Insurance shall state that the insurance has been endorsed to require that the City be notified thirty (30) days in advance of cancellation of the policy or a material modification of a coverage term.

## 4. Applicant Signature

I have completed all the applicable licensing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct. I have read the [City Ordinance](#) regarding Mobile Food Units, and understand the rules and regulations set therein. I agree to hold harmless and indemnify the City, and its officers and employees, for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of this license.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Licenses will not be approved without all required documents listed above, application fee (payments cannot be taken over the phone), and approval from the Fire Inspector. Send completed application and required documents to;

City of Monticello

Attn: City Clerk

505 Walnut Street

Monticello, MN 55362 or [info@ci.monticello.mn.us](mailto:info@ci.monticello.mn.us)

**APPLICATIONS DUE 2 WEEKS PRIOR TO FIRST EVENT**

**VERIFICATION BY CITY OF MONTICELLO:**

Permit fee (\$\_\_\_\_\_) --- Date Paid: \_\_\_\_\_

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

Title: \_\_\_\_\_

Check one:

This application/renewal is **NOT APPROVED** by the City of Monticello.

This application/renewal is **APPROVED** by the City of Monticello. This permit is effective for one year:

FROM \_\_\_\_\_ TO \_\_\_\_\_

## **MONTICELLO FIRE INSPECTION**

### **General Requirements**

1. Mobile Food Units must have a City of Monticello Mobile Food Unit License to operate and this license must be posted.
2. Mobile Food Units must be approved by the Minnesota Department of Health and/or the Minnesota Department of Agriculture. A certificate indicating approval must be posted.
3. Portable fire extinguishers with a contractor service tag dated within the past 12 months must be provided.
  - a. For vendors without deep fat fryers a minimum of one (1) 2A:20BC shall be provided.
  - b. For vendors with deep fat fryers a minimum of one (1) Class K fire extinguisher and one (1) 2-A:20B:C fire extinguisher shall be provided.
4. Mobile Food Vendors providing cooking areas where grease-laden vapors are produced shall have installed a Type I commercial cooking hood.
5. Where a Type I commercial cooking hood is provided a UL 300 compliant fire suppression system shall be installed. This system shall have an inspection tag dated within the previous 6 months.
6. Where a Type I commercial cooking hood is provided the hood shall be maintained in a clean and operational condition at all times and shall be properly cleaned at least annual. cleaning shall include the hood, ductwork, and ventilation fan.

### **Compliance Checklist**

- Monticello Mobile Food License clearly posted.
- Minnesota Department of Health or Minnesota Department of Agriculture approval clearly posted.
- Fire extinguishers provided.
- Record of last hood, duct and fan cleaning. This must be completed at least annually and may be required more often depending on cooking volume. Have documentation available for the fire code inspector.
- Record of last inspection, test and maintenance of the UL 300 fire suppression system. This must be completed every six (6) months. Have documentation available for fire code inspector.
- Record of last inspection, test and maintenance of the UL 300 fire suppression system. This must be completed every six (6) months. Have documentation available for the fire code inspector.
- Propane cylinders are properly secured outside the vehicle or trailer.
- All propane valves, hoses and piping are in good condition.