



# Mobile Business Vendor License Application

**\$25.00 Fee per day, up to 6 days per year, may be consecutive (NON REFUNDABLE)**

Any person engaged in: Cooking, preparing, assembling, serving, selling, offering for sale, or distributing food, beverages or any other type of merchandise to the general public, or otherwise engaged in conducting the operation of a mobile vending business, from a mobile vending vehicle or temporary display stand within the City, upon the issuance of a mobile vending permit.

Applications are due at least 14 days in advance of the date in which the applicant proposes to operate.

5490 Fifth Street - Cottleville, Missouri 63304

Ph: 636-498-6565

Fax: 636-498-6575

DBA Business Name: \_\_\_\_\_ LLC/Corporation Name: \_\_\_\_\_

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

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

Nature of Business: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Website: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Business Owner's Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Local Manager: \_\_\_\_\_ Manager Phone No: \_\_\_\_\_

Federal EIN No.: \_\_\_\_\_ Sales Tax No.: \_\_\_\_\_

Cottleville Vending Location: \_\_\_\_\_

Property Owner's Name & Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Day(s) of Operation: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Description of all the types of food, beverages, and/or merchandise to be sold: \_\_\_\_\_

Description of the mobile vending application:     Display Stand/Tent     Food Truck     Trailer     Other

**Vehicle Information:** Year: \_\_\_\_\_ Make, Model, and Color: \_\_\_\_\_

Dimensions: \_\_\_\_\_ (which shall not exceed thirty-six (36) feet in length or nine (9) feet in width)

VIN Number: \_\_\_\_\_ State License Plate Number: \_\_\_\_\_

# Check List – Attach copies of the following:

**INCOMPLETE APPLICATIONS WILL BE RETURNED & NOT ACCEPTED**

- Copy of driver's license or picture ID of owner or local manager;
- Proof of good standing with the Missouri Secretary of State, *if the Applicant is an Entity*; phone 573-751-4936
- Proof of current vehicle insurance for the mobile vending vehicle, issued by an insurance company;
- Proof of current vehicle registration for the mobile vending vehicle;
- Proof of a current liability insurance policy with limits for bodily injury liability of at least fifty thousand dollars (\$50,000.00) for each person, and of at least one hundred thousand dollars (\$100,000.00) for each accident, and limits for property damage liability of at least ten thousand dollars (\$10,000.00) for each accident;
- Proof and copies of all other requisite business licenses, liquor licenses, or other applicable permits or licenses issued to the applicant by the City, St. Charles County, or the State of Missouri, necessary to conduct the mobile vending business. A mobile vendor permit shall not be issued to any person that does not have the necessary licenses or permits from the City, County, or State;
- Applicant's State of Missouri sales and use tax license stating your business plans to be located and vend within the City of Cottleville;
- Applicant's State of Missouri no tax due letter (dated within the last 90 days); phone 573-751-9268
- Written permission or consent from the owner(s) for applicant to operate its mobile vending business;
- Other information requested by the City Clerk.

The information given above & attached is true and correct to the best of my knowledge.

Each mobile vendor permit shall be valid for the dates and hours of operation for which it is granted, provided, however, the hours of operation authorized for any mobile vendor permit shall not exceed twenty-four (24) consecutive hours in duration. A maximum of six (6) mobile vendor permits may be issued to any one person within any one (1) year period.

**X** \_\_\_\_\_  
 Signature of Owner /Authorized Person                      Print Name                      Title                      Date

<b>Cottleville Office Use</b>							
Date Application Received:				Check No:			
Fee Receipt No:				Date License Issued:			
Total Amount Paid:		= \$25.00/day		Notes:			
Application Approved By City Clerk:							

## RULES AND REGULATIONS ESTABLISHED

It shall be the responsibility of the mobile vendor business to ensure that:

1. All food, beverages and other merchandise cooked, prepared, assembled, served, distributed, offered for sale, or sold from its mobile vending vehicle or temporary display stand are in a fresh and sanitary condition;
2. The sidewalks, streets and other spaces adjacent to its area of operation are clean and free of refuse of any kind;
3. At the close of the business day, all refuse of any kind accumulating within fifteen (15) feet of the mobile business vendor's area of operation is or has been removed or collected and is otherwise properly disposed of; and
4. All sales taxes for the sales of food, beverages, or merchandise made by the mobile business vendor within the City are promptly paid when due.
5. No mobile vending business shall be operated, and no mobile business vendor shall operate, between the hours of 11:00 p.m. and 6:00 a.m.
6. A mobile vending business shall provide for a garbage receptacle for refuse of any kind that shall be maintained and emptied regularly and marked as being for refuse.

No mobile business vendor shall:

1. Leave any mobile vending vehicle or temporary display stand unattended.
2. Conduct a mobile vendor business in a manner that obstructs access to private property, except with the prior written consent of the property affected thereby.
3. Put refuse from the operation of their mobile vending business in any drain or in the streets or sidewalks.
4. Store, park, or leave any mobile vending vehicle on any street or sidewalk between 11 p.m. and 6 a.m. of the following day.
5. Leave any location without first picking up, removing, and properly disposing of all refuse remaining from sales made or otherwise resulting from the operation of the mobile vending business by the mobile business vendor.
6. Use or operate any loudspeaker, public-address system, radio, sound amplifier, or similar device.
7. Install, erect, or maintain any signage other than one A-frame sign not to exceed nine (9) square feet in size, which must be located within six (6) feet of the mobile vending vehicle or temporary display stand.
8. Block any part of the right-of-way of a public or private street, sidewalk, ramp, curb cut, or trail in the City.
9. No mobile vending business shall operate on a residentially zoned property or on property that is primarily used for residential purposes.
10. The City Administrator shall formulate any additional rules and regulations necessary for the proper administration of this Chapter. Rules and regulations shall be maintained in the office of the City Clerk and shall be available for public inspection during ordinary business hours