



CALENDAR YEAR: \_\_\_\_\_

License Valid from January 1 to December 31  
Application for annual renewal is online year-round.

# Food Truck / Vendor License Application

5490 Fifth Street - Cottleville, Missouri 63304

Ph: 636-498-6565

cityofcottleville.com

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

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

Choose the appropriate license & check the box:

**# 1 - Mobile Vendor Permit \$25.00**

An annual license issued by Cottleville for any person/business 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, such as: any moveable vehicle, truck, trailer, pushcart, portable structure, or other similar vehicle used by a mobile vending business. Vending is permitted year round at 5372 St. Charles Street with this permit. Vending is permitted at all other Cottleville locations who have obtained permit # 2 below, which is limited to six (6) times per year at each location.

- Choose one & describe the mobile vending type:

- Display Stand/Tent - Dimensions: \_\_\_\_\_ shall not exceed thirty-six (36) feet x (9) feet in width
- Food Truck - Year: \_\_\_\_\_ Make, Model, and Color: \_\_\_\_\_
  - Attach proof of food truck vehicle insurance.
  - State & License Plate Number: \_\_\_\_\_
- Trailer - State & License Plate Number: \_\_\_\_\_
- Other Type: \_\_\_\_\_

**# 2 - Mobile Vendor Business Premises License \$50.00**

An annual license issued by Cottleville to the owner or operator of a licensed premises authorizing multiple vendors to temporarily vend on their property (excluding mobile vending business eating and drinking gardens, such as Frankie Martin's Garden). For example, Pop Up Markets, Events, etc. A maximum of 6 calendar days per year.

- List Day(s) of operation in this Calendar Year:

\_\_\_\_\_

- Attach a sketch of area including: buildings, structure, parking, green space, vending locations, etc.
- The number of garbage receptacles provided on the property: \_\_\_\_\_

**# 3 - Mobile Vending Business Eating & Drinking Garden License \$50.00**

An annual license issued by Cottleville for a property to operate a mobile vending eating and drinking garden in the City where multiple mobile vending businesses operate such as 5372 St. Charles Street, as permitted by Chapter 405 of the Code. (Zonings, conditional use permit, site plan, certificate of appropriateness, etc. approval is required for this annual license).

**SECTION 2 – TO BE COMPLETED BY ALL APPLICANTS**

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

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

Mailing Address (if different from above): \_\_\_\_\_

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

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

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

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

Business Owner's Home Address: \_\_\_\_\_ Business Owner's Cell Number: \_\_\_\_\_

Name of Local Manager (if other than owner): \_\_\_\_\_ Manager Cell Number: \_\_\_\_\_

- Attach copy of driver's license or picture ID of owner or local manager.

Federal EIN No.: \_\_\_\_\_

**SECTION 3 – TO BE COMPLETED BY ALL APPLICANTS**

All Cottleville vending locations to be used this calendar year other than your own premises: Example: Frank Martin's Garden, Pop Up Market hosted at...., an event located at...., etc.

If Other than Applicant:

- Attach written & signed consent/permission from the property owner allowing food truck or vendor on property if other than the applicant or vendor. \* Written consent must include the property owner's; name, address, cell number, and email.

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

Mo Retail Sales Tax No.: \_\_\_\_\_

- Attach your recent Missouri no tax due letter dated within the last 90 days ([dor.mo.gov](http://dor.mo.gov) or 573-751-9268);
- Attach your State of Missouri sales and use tax license authorizing retail sales in **the City of Cottleville; and/or authorizing retail sales within the entire State of Missouri.**

**SECTION 4 – ADDITIONAL REQUIREMENTS THAT MAY APPLY**

- **Required Only if Vendor is selling on City of Cottleville Property, such as; a street, sidewalk, public parking, city park, etc.** - Proof of a current liability insurance policy naming City of Cottleville as additional insured 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.
- If Vendor is Selling Alcohol:
  - Obtain Applicant's City of Cottleville liquor license, visit [cityofcottleville.com/forms](http://cityofcottleville.com/forms) and permits.
  - Attach copies of Applicant's annual liquor license from St. Charles County & the State of Missouri.

I, **X** \_\_\_\_\_ DBA \_\_\_\_\_ swear the information given in this application is true and correct. I affirm I am in good standing with the Missouri Secretary of State and I possess all other necessary licenses and permits required from the State of Missouri, St. Charles County and the City of Cottleville such as, but not limited to: health permits, fire safety permits, merchant licenses, liquor licenses, and liability insurance. I further agree, I will hold the City of Cottleville harmless and comply with any & all city codes, requirements, and/or regulations required to hold such a license.

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

Cottleville Office Use		
Date Application Received:		Check No:
Fee Receipt No:		Date License Issued:
Total Amount Paid = \$ <b>(NON REFUNDABLE &amp; NOT PRORATED)</b>	= \$25.00 Mobile Vendor Permit, <i>or</i> = \$50.00 Mobile Vendor Premises License, <i>or</i> = \$50.00 Mobile Vendor Eating & Drinking Garden License	Notes:
Application Approved By City Clerk:		Other Information Required by the 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 vending business'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 vending business within the City are promptly paid when due.

No mobile business vendor shall:

1. Leave any mobile vending vehicle or temporary display stand unattended.
2. Conduct a mobile vending 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 or temporary display stand 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.
6. 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.
7. Block any part of the right-of-way of a public or private street, sidewalk, ramp, curb cut, or trail in the City.
8. Except on property zoned "S-D/OT" Special District/Old Town Cottleville, no mobile vending business shall operate on a residentially zoned property or on property that is primarily used for residential purposes.
- \* 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.