



MOBILE FOOD AND BEVERAGE VENDING LICENSE APPLICATION

This application will serve as a license once signed and approved by the City of Philip. Application must be accompanied by a copy of a governmental identification card issued to the applicant; business' sales tax license; and payment in the form of cash, check or money order.

Renewal or New Application?

Renewal New Application

APPLICANT/PRIMARY OPERATOR

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email Address _____

Date of Birth of applicant/primary operator _____

BUSINESS INFORMATION

Business Name _____

Business Address _____

City _____ State _____ Zip Code _____

Business Owner's Name _____

Phone Number _____ Email Address _____

Sales Tax Number _____

Liability Insurance Policy Number _____ Expiration Date _____

Applicant's Signature

Date

City Use Only

Date Application and Fees Received _____

Annual License Fee Collected (\$125.00): _____

Receipt Number _____ License Expiration Date _____

Application Approved by _____ Date _____

CITY OF PHILIP MOBILE FOOD AND BEVERAGE VENDING USER GUIDE

License Required

- It is illegal to operate a food truck or food cart in the City of Philip without being licensed by the City of Philip.
- All food truck and food cart operators must apply for a license on form provided by the City Office.
- The annual license fee is \$125.
- The license must be kept on the food and beverage vending vehicle at all time and available for viewing upon request by a City official.
- Licenses are **not** required when all of the following apply:
 - Mobile food and beverage vendors operating where a city approved special event permit has been issued, **and** with authorization from the special event sponsor, **and** if the vendor does not operate form any public street, sidewalk or city park at any other time.
 - Mobile food and beverage vendors that operate on public or private property for a one-time event lasting 3 calendar days per year or less, i.e. private parties/events, auctions, etc.
 - Caterers and food delivery services where food or beverage is prepared in a place other than the delivery vehicle.
- *A license will not be issued to a registered sex offender.*

Health, Safety and Sanitation Requirements

- Mobile food and beverage vendors shall:
 - Operate according to the minimum public health and food safety requirements determined by the South Dakota Department of Health.
 - Comply with the licensing requirements of the State of South Dakota including food, sales tax, and mobile food and beverage vending.
 - Provide a trash bin for public use and remove all garbage within twenty-five feet of any food truck or food cart.
 - Not broadcast loud noise that results in a nuisance to the surrounding properties.

Signs

- No signage shall be permitted except for what appears on the mobile food and beverage truck or cart.

Alcohol

- Mobile food and beverage vendors shall not sell or distribute alcoholic beverages.

Locations Permitted

- On private property zoned commercial or industrial.
- Parked lawfully on a public street except where prohibited.
- Any parking lot that serves a City of Philip park, and the parking lot is owned by the City of Philip.
- On public sidewalks, only food carts are permitted. A clear space of four feet in any direction around the food cart must be provided on the public sidewalk.

Locations and Times Prohibited

- Mobile food and beverage vending is prohibited where vending activity is blocking access to a public street, alley, bike path, sidewalk, or access to an adjacent property.
- Mobile food and beverage vending is prohibited between the hours of 9:00 p.m. and 6:00 a.m. the following morning.
- The above prohibited times do not apply to vendors operating where a city approved special event permit has been issued, and with authorization from the special event sponsor.

Liability and Insurance

- Mobile food and beverage vendors operating from public streets and sidewalks, or other City-owned property shall maintain commercial general liability insurance with a limit of not less than one million dollars per occurrence and two million dollars general aggregate naming the City of Philip as an additional insured.
- A copy of the certificate of coverage shall be provided to the City of Philip at all times when the license is in effect and notice to the City Office shall be provided when coverage is terminated.

Violations and Revocation

- Licenses shall be subject to revocation by the City Council for violation of any provisions of the State Law and City Ordinance according to the following procedure:
 - Vendor shall be provided with written notice that describes the nature of the violation and a timeline for correction.
 - If correction is not completed within the time specified, the City Council may revoke the license at a regularly scheduled City Council meeting.