

OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7400 • www.OakParkMI.gov

Mobile Vending Unit Application

Name: _____ Phone: _____

Business: _____ Email: _____

Address: _____ Driver's license number: _____

CSZ: _____ Birth date: _____

Type of products to be vended by licensee: _____

Description of mobile vending unit to be used:

First vehicle - make, model and year:

Second vehicle - make, model and year:

Vin. number _____ Vin. number _____

Michigan license. plate # _____ Michigan license. plate # _____

Proposed vending location(s): (Please attach additional location information if applicable)

Property address: _____

Owner name: _____ Phone: _____

Owner address: _____ Email: _____

Proposed dates and times of operation: _____

Yes ___ No ___ The proposed location is not within 200 feet of a restaurant. (If yes, permission is required)

Yes ___ No ___ The proposed location is not within 1,000 feet of a city special event. (If yes, permission is required)

Please submit this application along with the required documentation listed on the second page of this form and the \$50 license fee (cash, check or money order) to the City Clerk.

Licenses issued and/or granted shall be an annual license.

I hereby affirm that I am fully aware of the duties and obligations of persons engaged in the business indicated above and agree to comply with the state laws, city charter, city ordinances and such rules and regulations as may now or hereafter be in effect relating to the operation of said business, and the statements contained in this application are true to the best of my knowledge and belief.

Signature of applicant: _____ Date: _____

(Cont.)

Mobile Vending Unit Application Instructions

1. Complete Mobile Vending Unit Application.
2. Provide the following with your application form:
 - Copy of driver's license for each driver
 - Copy of driving record for each person who will be driving licensed vehicle(s) (obtain from Secretary of State)
 - Copy of driver's license or other government-issued identification for any additional workers
 - Registration for each vehicle
 - Certificate of insurance for each vehicle
 - Special Transitory Food Unit (STFU) License issued by a local health department
 - Two small photos (such as a passport photo)
 - Provide criminal history from Michigan ICHAT
 - Map or drawing illustrating location/placement of mobile vending unit
 - Written permission from the property owner where the mobile vending unit will operate
 - Be sure to specify hours of operation on the application. (Public property and residential zoned properties: 9 a.m. to 9 p.m. Commercial zoned properties: 7 a.m. to 11 p.m.; but must operate within the primary business hours of the host location)
3. Pay \$50 non-refundable fee at Treasury Office (cash, check or money order) at 14000 Oak Park Blvd.
4. Submit completed application forms, paperwork listed above and receipt for payment from Treasury Office to the City Clerk's Office at 14000 oak Park Blvd.

The application process can take anywhere from a few days to a few weeks. The license will be mailed after approval.