



City of Tullahoma

Mobile Food Truck Application

City Hall & City Records Office

201 W Grundy St, Tullahoma TN 37388

(This application will be filled with the City Records Office)

APPLICANT INFORMATION

Applicant Name: _____

Applicant Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Email Address: _____

BUSINESS INFORMATION

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Length of time for which mobile food vehicle will be staged on property: _____

VEHICLE INFORMATION – **Must include photographs, (front, both sides & rear)**

Make: _____ Model: _____

Description: _____

Registration Number: _____

Length: _____ Width: _____

Description of food products offered for sale, including the intended menu, and display.



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List names of employees that will assist in running the Food Truck: _____

Owner / Operator must initial stating that no one shall own, operate, or work in a Food Truck in the City of Tullahoma that is listed on the Sex Offender Registry.

Permit Fees

Upon approval of an application for a mobile food vending permit, the annual permit fee shall be two hundred and fifty dollars **(\$250.00)** annually, for each food truck vehicle, food truck trailer, and/or pushcart. This fee will be prorated by month. Each additional mobile food vending permit for the same company (same name and branding) will have an additional thirty-dollar **(\$30.00)** fee.

If you live in the City of Tullahoma, you must purchase a business license in addition to the Permit Fees. The Business License cost is fifteen dollars **(\$15.00)**.



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Mobile Food Truck, Trailer, and Pushcart Guide

This guide is for mobile retail food establishment operators that plan to operate in the City of Tullahoma. This guide will provide operators with basic definitions and requirements.

Agency Contact Information

City Records Office

Lori Ashley, 201 W Grundy St

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Email: lashley@tullahomatn.gov

Director of Planning &

Codes Charles E. Rush, 321 N

Collins St Phone: 931-455-

2282

Email: crush@tullahomatn.gov

Definitions

Push Cart: means any wheeled vehicle or device which may be moved without the assistance of a motor, and which is not required to be licensed and registered by the Tennessee Department of Transportation, and from which food is prepared, cooked, assembled, or stored, with the intent to sell such food to the public. A mobile food vending permit is required, and pushcarts shall not operate within the street right-of-way where licensed motor vehicles operate.

Mobile Food Vehicle: means an enclosed unit (not hot dog cart and/or similar), truck, or trailer that is roadworthy, has a valid motor vehicle title, and registration, (if applicable for a food trailer) and has a license that is properly displayed and from which food is prepared, cooked, assembled, or stored with the intent to sell such food to the public. This definition does not include pushcarts.

Mobile food Trailer (Permanent): means a mobile food trailer that is permanent to the site (unmovable) during the application. A detailed site plan will be required for a permanent location and will meet all adopted International Code Council standards, Planning & Code requirements, and utility requirements.



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"Mobile Vehicle"



"Mobile Trailer"



"Mobile Cart"



Mobile Food Checklist

- All insurance, release, indemnify, and hold harmless documents, certificates, and/or assurances.
- Copies of all applicable certificates from food preparation associations or other business organizations to which the applicant belongs; all permits, licenses, and/or other approvals from the health department, state, and Coffee/ Franklin County.
- The proposed location(s) are marked on a map and times of operation for conducting business.
- A letter from the proposed locations will need a letter from the property owner stating that they authorize the use of food trucks for the applicant.
- An approved State of Tennessee form for the Fire Marshall approval for a Mobile Food Unit Inspection (IN-2065 RDA 225)
- Description of food products offered for sale, including the intended menu, and display.
- Food trailers (that will be stationary/permanent to the site) will be required to submit a site plan.