



5200 Springfield Street, Suite 100
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 www.riversideoh.gov

Food Truck Permit Application

Applicant _____
Applicant Address _____
City _____ State ____ Zip Code _____
Person to contact _____
Phone # _____
Email _____

Business _____
Address _____
City _____ State ____ Zip Code _____
Phone # _____
Email _____
 Check if same as applicant information

REQUIRED INFORMATION FOR ALL OPERATORS/DRIVERS

Driver: _____ Driver's License #: _____
Address: _____

Driver: _____ Driver's License #: _____
Address: _____

(If additional space is needed for drivers/operators, use separate sheet of paper.)

Primary location(s) of Event/Vending

Location Name: _____
Address/Intersection: _____
Dates and Time of Operation: _____

Location Name: _____
Address/Intersection: _____
Dates and Time of Operation: _____

(If additional space is needed for drivers/operators, use separate sheet of paper.)

Form must be signed by Chief of Police/Operations Lieutenant/Watch Supervisor or Office Manager.

Signature

Date

OFFICIAL USE ONLY

Permit No. _____

Approved _____

Intake Staff _____

Denied _____

Date _____

Expiration Date _____

Read the statement below and sign to acknowledge agreement.

I have read and understand Chapter 717 of the Riverside Codified Ordinances. I understand at any time during operation, any Mobile Food Vehicle shall be subject to inspection by the Fire Department and to the regulations set forth in Chap. 1501 Ohio Fire Code of the City of Riverside Codified Ordinances. I understand and accept responsibility for proper vending, soliciting, and peddling in the City of Riverside.

Business Owner Signature: _____ Date _____

Checklist:

- Completed Application with all documentation
- Application Fee: \$75
- Vehicle Registration & Insurance
- Documentation of current Food Service Vendors Permit issued by the Montgomery County Public Health Dept.
- Completed Tax Registration form/Proof of Tax Account Number (Local Income Taxes)
 - For more information contact the City of Riverside Finance Department at 937-233-1801, option 3 or finance@riversideoh.gov

NOTE: Operating Requirements (Section 717.07)

- A. Location of Operation. Mobile Food Vehicles shall be prohibited within the following zoning districts, except when the property is used for non-residential purposes as provided for in the City Code: R-1, R-2, R-3, and O-R.
- B. Mobile Food Vehicles shall be permitted as follows:
 1. Shall only be located on a lot providing a hard surface parking area. Mobile Food Vehicle operations shall not be permitted on properties with unresolved maintenances violations.
 2. Shall not obstruct the pedestrian or bicycle access, the visibility of motorists, nor obstruct parking lot circulation or block access to a public street, alley or sidewalk.
 3. Shall not be located within ten feet of the extension of any building entranceway, doorway or driveway.
 4. Shall maintain and provide proof when requested by City staff or their designated representative of written consent from the private property owner authorizing the property to be used for the proposed use with regard to Mobile Food Vehicle sales on private property.
 5. Shall maintain and provide proof when requested by City staff or their designated representative of the Mobile Food Vehicle Permit authorized by city for such use. The Mobile Food Vehicle Permit shall be kept in the Mobile Food Vehicle at all times when it is in operation within the City of Riverside.
 6. Shall not operate before 7 a.m. nor after 10 p.m. except when participating in a special event, such as a festival, for which earlier or later hours have been approved.
 7. Shall not sell anything other than food and non-alcoholic beverages.
 8. Shall not provide amplified music louder than allowed by the City’s noise ordinances.
 9. Shall not place signs/banners in or alongside the public-right- of-way or across roadways.
 10. Shall not fail to have the vehicle attended at all times.
 11. Shall provide trash receptacles and properly dispose of all trash, refuse, compost and garbage that is generated by the use.
 12. Shall not cause any liquid wastes used in the operation to be discharged from the mobile food vehicle.
 13. Shall not operate in the city’s right-of-way unless in conjunction with an approved block party or other lawful event.
 14. Shall not fail to abide by all other ordinances of the city.