

FOOD TRUCK VENDOR LICENSE

GUIDELINES • PROCESS



Permits & Licenses:

- Food Vendor Application
- Fire Safety Permit
- KDHE Health Permit

Restrictions:

- No street or alley shall be blocked
- Maintain a three foot passageway for pedestrians

Regulations:

- License and permit must be visible at all times
- Provide a minimum of one trash receptacle
- Keep a clean area around the food truck, rid of any food or trash deposits

Steps to Getting Your License:

1. Submit your application for your Food Truck Vending License
2. Get inspected by the Kansas Department of Health and Environment and Fire/EMS Department
3. Once approved, you will receive your license



City of Independence
120 N 6th Street
Phone: (620) 332-2500

FOOD TRUCK VENDOR APPLICATION

This application qualifies you, the applicant, for approval of your food truck business. You should receive word from the City Clerk's office on whether you have been approved or denied to carry on with the process. Please fill out the following information to the best of your abilities.

APPLICANT INFORMATION

Name _____ Date of birth _____ Phone number _____

Permanent address _____

Business mailing address _____

Name of business _____

Name of business owner _____

Driver's license number _____

VEHICLE INFORMATION

Owner of vehicle _____

Type of vehicle _____ Model _____

Insurance ID _____ Insurance company _____

***Please provide a copy of your insurance card**

SALES DESCRIPTION

Kansas sales tax number _____

Please give a brief description of the nature of the business to be conducted and the goods to be sold:

How long do you plan to be operating on this property?

☐ 2 weeks ☐ 30 days ☐ 6 months ☐ 1 year

***Please provide a copy of written consent from the property owner allowing this food truck to utilize their property to sell food and/ or beverages**

PRICING:

2 weeks: \$25
30 days: \$50
6 months: \$250
1 year: \$400

CHECKLIST:

- ☐ \$10 application fee
- ☐ Payment for operation
- ☐ Copy of driver's license
- ☐ Copy and proof of insurance
- ☐ Statement of approval for occupancy of property
- ☐ Copy of approval from Kansas Department of Health & Environment
- ☐ Copy of Fire Safety Permit

PLEASE RETURN YOUR APPLICATION TO THE CITY CLERK'S OFFICE

120 N 6TH STREET, INDEPENDENCE, KS 67301