



Permit Number

APPLICATION

MOBILE VENDOR PERMIT

Requirements

Your application **will not be accepted** if any of the below items are missing or incomplete. Incomplete applications will be returned and any paid fees are nonrefundable. Applications are processed within ten business days. To check the status of a permit, please email permits@cityofkennedale.com and include the property address and permit type.

- Completed, **legible**, signed application form
- Copy of operator’s state driver’s license
- Copy of valid vehicle registration
- Copy of proof of vehicle liability insurance
- Copy of Texas Sales Tax Permit
- Copy of site plan including:
 - Proposed location
 - Number and location of parking spaces reserved for the primary use onsite, the location of all driveways, drive approaches, sidewalks, fire lanes, and fire hydrants
 - City staff may request additional information the be shown on the site plan if needed to determine compliance with city regulations
- Written permission from property owner (on city form) for any property on which the vehicle will be operating. For any mobile vendor that will be operating within Kennedale for more than one (1) hour, you must also have permission in writing from the owner of the primary business on the site where you will be operating allowing the customers to use the restroom facilities of the primary business.

Applicant Information *(Serves as primary contact for this permit)*

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Applicant Email: _____

Business Information

Business Name: _____

License Plate Number: _____ Operator’s Driver’s License Number: _____ State: _____

Make: _____ Model: _____ Year: _____ Color: _____

Primary Contact Name: _____ Primary Contact Title: _____

Primary Contact Phone: _____ Primary Contact Email: _____

Applicant Agreement

By signing below, I acknowledge that I have read and completed all applicable requirements. I understand that if I have submitted an incomplete or false application, my application may be rejected and that the fee is nonrefundable.

Signature of Applicant: _____ Date: _____

Please submit to permits@cityofkennedale.com with supporting documents if applicable.

Mobile Vendors and Property Owner Agreement

All mobile vendors must provide restroom facilities for employees and customers. Proof of written permission is required. You may submit this form to meet this requirement. This agreement between the owner/agent of the property/restroom and the mobile vendor signifies that both parties agree to the allowed use of the property/restroom facilities as specified and are allowing this vendor to park on this property for no longer than eight (8) hours.

Property/Restroom Accessibility Information

Name of Business where Operating: _____

Property Address: _____

Primary Contact Name: _____ Primary Contact Title: _____

Primary Contact Phone: _____ Primary Contact Email: _____

Business Hours of Operation: _____

Mobile Vendor Information

Name of Mobile Vendor: _____

Mailing Address: _____

Owner/Operator Name: _____

Owner/Operator Phone: _____ Owner/Operator Email: _____

Days/Times for Use of Property/Restrooms: _____

Signatures

Signature of Property Owner/Agent: _____ Date: _____

Signature of Mobile Vender: _____ Date: _____

For Office Use Only		
Completeness Check		
Application form completely filled and signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached site plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor(s) registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign _____	Date _____	