CITY OF KENNEDALE PERMITS AND PLANNING DEPARTMENT

MOBILE VENDOR PERMIT APPLICATION

405 Municipal Dr., Kennedale, TX 76060    (817) 985-2130

Permit:______

GENERAL INFORMATION

BUSINESS NAME: ________________________________

LICENSE PLATE NUMBER: _______________________

MAKE: ___________ MODEL: ___________ YEAR: _________ COLOR: ___________

PRIMARY CONTACT PERSON: ________________________________

CONTACT PERSON PHONE NO: _____________________________

MAILING ADDRESS: __________________________________

CITY: ______________________________ STATE: ___________ ZIP: ___________

OPERATOR’S DRIVER’S LICENSE NUMBER: ___________________________ STATE: ___________

DOCUMENTATION INFORMATION REQUIREMENTS

Along with this completed application form, provide the following:

1) A copy of operator’s state driver’s license;

CITY OF KENNEDALE MOBILE FOOD VENDOR PERMIT APPLICATION (UPDATED 05/2017)
2) A copy of valid vehicle registration;
3) A copy of proof of vehicle liability insurance;
4) A copy of Texas Sales Tax Permit;
5) A copy of site plan: the site plan must show the proposed location, the number and location of parking spaces reserved for the primary use onsite, the location of all drive ways, drive approaches, sidewalks, fire lanes, and fire hydrants. City permit staff may request additional information to be shown on the site plan if needed to determine compliance with city regulations;
6) 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.

YOU MUST ALSO OBTAIN A CITY OF KENNEDALE BUSINESS LICENSE IN ORDER TO OPERATE A MOBILE VENDORS VEHICLE WITHIN THE CITY LIMITS.

ACKNOWLEDGEMENT
I acknowledge and certify that the information provided on and with this application is true and complete. I understand that if any changes are made to this information in the future (particularly when auto insurance is renewed/changed/obtained), I shall notify, in writing, the City of Kennedale – Permits and Planning Department, within ten (10) days of such change. I acknowledge and certify that I have read the regulations for mobile food vendors and shall comply with all applicable requirements contained therein.

________________________________________
APPLICANT’S SIGNATURE

________________________________________
DATE

________________________________________
APPLICANT’S NAME (PRINT)

FOR OFFICE USE ONLY
Payment: ☐ Cash ☐ Check #___________ ☐ Credit Card Staff Initials: ________________________
☐ Approved ☐ Denied Building Official: ________________________ Date: ________________________

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.
EACH SITE WILL REQUIRE A SEPARATE PROPERTY/RESTROOM AGREEMENT FORM OR OTHER WRITTEN DOCUMENTATION.

PROPERTY/RESTROOM ACCESSIBILITY INFORMATION

NAME OF BUSINESS WHERE OPERATING:

ADDRESS:

CONTACT PERSON: ______________________ TITLE: ______________________

PHONE: ______________________ EMAIL: ______________________

BUSINESS HOURS OF OPERATION:

MOBILE VENDOR INFORMATION

NAME OF MOBILE VENDOR:

ADDRESS: ______________________

OWNER/OPERATOR: ______________________

PHONE: ______________________ EMAIL: ______________________

DAYS/TIME FOR USE OF THIS PROPERTY/RESTROOM:

______________________________ ______________________
PROPERTY/RESTROOM OWNER/AGENT - Signature DATE

______________________________ ______________________
MOBILE VENDOR – Signature DATE
MOBILE VENDORS REGULATIONS BY TYPE

(a) Site plan required. A site plan must be submitted with the mobile vendor establishment permit application. A site plan and location permit shall be valid for one (1) year from the date of issuance, provided no changes are made to the site plan and all property owner permissions and required licensing remain in effect. The site plan must show the proposed location, the number and location of customer parking spaces for the mobile food establishment, the number and location of parking spaces reserved for the primary use onsite, the location of all drive ways, drive approaches, sidewalks, fire lanes, and fire hydrants. In addition, if residential uses are located within 300 feet of the proposed mobile vendor establishment location, then these uses must also be shown on the site plan. City permit staff may request additional information to be shown on the site plan if needed to determine compliance with city regulations.

(b) Operational requirements.

(1) Permission to use restrooms required. For any property on which the mobile vendor vehicle is required to have permission in writing from the owner of the primary business on site allowing the vendor establishment’s employees and customers to use the restroom facilities of the primary business. The mobile vendor shall be open only during hours the primary business is also open, except the establishment may remain open one (1) hour after the primary business has closed for the day.

(2) Operation restricted in Old Town “OT”, and Commercial 1 “C1” districts. Mobile vendor vehicles are permitted in Old Town 3 & 4, Commercial 1 & 2, and Urban Village and Neighborhood Village districts to provide a retail service that is during the business hours of operations.

REQUIREMENTS FOR ALL MOBILE VENDORS

(a) Permit required. Any person desiring to operate as a mobile vendor within the city must receive a permit to do so after submitting a written application on forms provided by the city. Failure to provide all required information or falsifying information required may result in denial or revocation of the permit. Renewals of permits are required on an annual basis. A mobile vendor permit shall expire on December 31 on the calendar year it was issued.

(c) Valid driver’s license required. A mobile vendor is required to have onsite, at all time, at least one (1) employee or representative who has a valid driver’s license to operate the vehicle and who is authorized to move the vehicle if required.

(d) Vehicle requirements. All mobile vendors shall have a valid vehicle registration, motor vehicle operator’s license, proof of vehicle liability insurance, and a Texas Sales Tax Permit.

(e) Hours of operation. If permitted to operate from a fixed location by this code, no mobile vendor shall operate from the same location for longer than eight (8) consecutive hours. No mobile vendor may remain on a particular site after the end of the establishment’s business day or after eight (8) consecutive hours. No mobile vendor may operate between 1:00 AM and 7:00 AM. In addition, no mobile vendor operating within 300 feet of a residential use may operate between the hours of 10:00 PM and 7:00 AM.

(f) Lighting. Exterior lighting on a mobile vendor must be hooded or shielded so that the light source is not directly visible to a residential use.

(g) Location.

(1) Mobile vendor are not permitted to park in or operate in a public right-of-way or street.

(2) No mobile vendor shall be permitted to operate on any property unless permission, in writing and on a form supplied by the city, has been granted by the property owner.

(3) Mobile vendor are not permitted to operate:
   a. within five (5) feet of any drive way or sidewalk;
   b. within 300 feet of a school during school hours;
   c. within any area, or in any manner, that impedes, endangers, or interferes with pedestrian or vehicular traffic.
(h) **Mobility required.** Mobile vendor must be mobile and able to be moved within one (1) hour of close of business or upon request by the city.

(i) **Obstructing fire lanes or hydrants prohibited.** Mobile vendor must not block or obstruct any fire lane or be located within fifteen (15) feet of a fire hydrant.

(j) **Parking on improved surface required.** Mobile vendor are only permitted to locate on and operate from an asphalt or concrete surface.

(k) **Removal of trash and debris.** The area around the mobile vendor must be clear of litter, trash, and debris at all times.

(l) **Signs.** Mobile vendor may use sandwich board signs in accordance with the requirements of Article 14 of the Unified Development Code.

(m) **Sound.** No mobile vendor may emit music or other sounds in violation of the city’s nuisance regulations.