

## Mobile Dispensing Unit (Food Truck Vending) Checklist

STATE OF FLORIDA REQUIREMENTS*			
	Date Completed	Notes/Signature	
*Fictitious Name Registered <i>(Section 865.09, Florida Statutes)</i>			
*Department of Business & Professional Regulation – Division of Hotels & Restaurant: Food Service License <i>(Section 509.013(5), Florida Statutes)</i>			
*Combustible Materials Checked by Certified Fire & Rescue-Fire Prevention <i>(Ord. Code 250.1202(a), NFPA 96, Section 633 (Part 3), NFPA 1-50.7 Florida Statutes)</i>			
*Confirm with State of Florida for any other requirements.			
CITY OF JACKSONVILLE REQUIREMENTS			
Risk Management (Required)			
*Certificate of Insurance Approved by Risk Management <i>(Ord. Code 250.1205)</i>			
Authorized Signature:		Date:	
Planning and Development Department (If Applicable – See Reverse Side)			
Zoning Exception (If Applicable) <i>(Ord. Code 250.1201(b))</i>			
*Permission Letter from Property Owner (If Applicable) <i>(Ord. Code 250.1201(c))</i>			
Authorized Signature:		Date:	
Parks, Recreation, and Community Service Department (If Applicable – See Reverse Side)			
Completed Parks Vending Application (If Applicable) <i>(Ord. Code 250.1204(b))</i>			
Authorized Signature:		Date:	
Neighborhoods Department (Required)			
Checklist Compliance Confirmed by Office of Consumer Affairs <i>(Ord. Code 250.1201(a))</i>			
Authorized Signature:		Date:	
Duval County Tax Collector's Office (Required)			
Picture I.D. of Applicant <i>(Ord. Code 250.106(a))</i>			
Photos of Vending Unit and Sample Set-Up <i>(Ord. Code 250.103(m))</i>			
Vendor Permit <i>(Ord. Code 250.106(a))</i>			
Local Business Tax Receipt <i>(Ord. Code 770, 772, 250.103(c))</i>			
Completed Tax Collectors Application <i>(Ord. Code 250.103)</i>			
Authorized Signature:		Date:	
Special Events (If Applicable – See Reverse Side)			
NOTE: Provide Copy of Food Truck Permit to Event Holder <i>(Ord. Code 250.1201(a))</i>			
Downtown Jacksonville (If Applicable – See Reverse Side)			
NOTE: Operating in Downtown Jacksonville has certain distance and signage requirements. <i>(Ord. Code 250.1203)</i>			

<b>Planning and Development Department</b>	
<p>A zoning exception is required for a Mobile Food Dispensing Vendor, operating outside of downtown, to vend food or nonalcoholic beverages from a mobile food dispensing vehicle in a Commercial Neighborhood (CN) zoned district.</p>	<p>A Mobile Food Dispensing Vendor must first have written consent of the owner of the residential property to vend in a residential zoned district, and vending shall not occur before 6:00 a.m., or after 10:00 p.m.</p>
<b>Parks, Recreation, and Community Service Department</b>	<b>Special Events</b>
<p>The Mobile Food Dispensing Vendor shall apply to the City of Jacksonville Parks, Recreation and Community Services Department for a temporary vendor permit to operate and locate for special uses and during athletic events.</p>	<p>A Mobile Food Dispensing Vendor participating in a Special Event, an event of 500 or more people as defined in Section 191.102 of the Ordinance Code, must provide a copy of their Vendor Permit to the Event Holder so the Event Holder can submit it with their Special Events Application.</p>
<b>Downtown Operations – Distance, Hours and Signage</b>	<b>Operations Outside of Downtown – Distance and Hours</b>
<p>Within Downtown Jacksonville, Mobile Food Dispensing Vendors are not allowed to locate:</p> <p>Within 15 feet of any Sidewalk Vendor as defined in Section 250.301 of the Ordinance Code.</p> <p>Within 50 feet of a permanent establishment selling food for on-premises consumption, as measured from a primary entrance of the permanent establishment to the Mobile Food Dispensing Vendor.</p> <p>Within 50 feet of a residential unit, unless that residential unit is development part of a vertically mixed-use structure with ground floor non-residential, as measured from the front door of that residential unit to the Mobile Food Dispensing Vendor.</p> <p>On any City Right-of-Way or metered parking space.</p> <p>Hours of operation in the Downtown area are unlimited.</p> <p>Signage. Free-standing signage in the Downtown area shall be a single menu board not to exceed three feet in height, and six square feet in area, which shall be located within five feet of the Mobile Food Dispensing Vehicle.</p>	<p>Except where already designated in the Downtown Area and City Parks a Mobile Food Dispensing Vendor is not allowed to locate:</p> <p>On any divided road which does not have curbs and sidewalks alongside such road; on or in any median in any road; within any area which would block the view of traffic or traffic signals or traffic signs</p> <p>Within 15 feet of any crosswalk; any building entrance or exit or any walk which leads directly from a building entrance or exit;</p> <p>Within 20 feet of any bus stop;</p> <p>Within 25 feet of any intersection of a public street, right-of-way, driveway or alleyway;</p> <p>Within 75 feet of any Sidewalk Vendor who has been granted an assigned location permit pursuant to Section 250.301 of the Ordinance Code;</p> <p>Within 15 feet in all directions of any fire hydrant;</p> <p>Within 50 feet from a brick and mortar business or on any property on which is located any established permanent business which sells the same types of products or services as requested to be sold by the Mobile Food Dispensing Vendor, unless the property owner or business owner of the established permanent business provides written consent to allow the Mobile Food Dispensing Vendor to locate and operate on the established permanent business.</p> <p>Hours of operation for a Mobile Food Dispensing Vendor shall cease at 3:00 a.m. eastern time, and shall resume its hours of operation no earlier than 6:00 a.m. eastern time, unless it has a Special Events Permit.</p>