



The City of  
**EL RENO**  
*It's good to be here.*

Planning and  
Development Services  
(405) 262-2000  
101 N Choctaw Ave.  
P.O. Drawer 700  
El Reno, Oklahoma 73036

## El Reno Food Truck License Application

*Per Ordinance No. 9389*

### 1. Applicant Information

Applicant Type: ☐ Individual ☐ Partnership ☐ Corporation

Applicant/Owner Name: \_\_\_\_\_

Applicant/Owner Address: \_\_\_\_\_

Business Name (DBA): \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

*If partnership or corporation:*

List names and addresses of all partners/principal officers:

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### 2. Vehicle Information

Vehicle Make/Model: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Description of Vehicle (include identifying marks or wrap): \_\_\_\_\_

### 3. Insurance Information

*(General liability and vehicular required if no fixed restaurant within the City of El Reno)*

Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Coverage Amount: \$\_\_\_\_\_

Certificate of Insurance Attached: ☐ Yes ☐ No



#### 4. Property Use Authorization

Written permission from the property owner attached: ☐ Yes ☐ No

Location Address (where food truck will operate): \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates/Times of Operation: \_\_\_\_\_

#### 5. Safety and Compliance

State Fire Marshal Inspection Report Attached: ☐ Yes ☐ No

LP Gas Decal Serial #: \_\_\_\_\_

Sales Tax Permit Attached: ☐ Yes ☐ No

State Health Department Food License: ☐ Yes ☐ No

Bond/Group II Vendor Verification (attach copy):

☐ Attached ☐ Not Applicable

Oklahoma Tax Commission Registration: ☐ Verified

Zoning Confirmation: ☐ Commercial ☐ Special Event Permit

#### 6. License Options

☐ Annual Mobile Food Service License — valid 1 year from issuance

☐ Special Event License — specify event: \_\_\_\_\_

#### 7. Conditions of License Issuance

I, the undersigned, hereby certify that the above information is true and correct. I understand that:

- A license must be obtained at least 48 hours prior to any actual selling activity by the applicant.
- No mobile food vendor may stop for longer than 12 hours at a single location or address in a twenty -four-hour period.
- All operators of vehicles from which food is sold under the provisions of this article shall comply with all traffic regulations.
- The chosen location for issuance of a mobile food service license is commercially zoned and does not extend onto the public right-of-way.



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- The chosen location shall not be allowed to conduct business in a residentially zoned district, except as allowed by a special event permit
- I am aware of the responsibility to collect and pay sales tax and am properly registered with the Oklahoma Tax Commission. If not properly registered with the Oklahoma Tax Commission, the permit will not be issued.
- The business operation will not obstruct a safe line of sight from any street or private drive used to exit the subject property, or cause other sight-distance related problems.
- No extra signs are allowed other than the permanent signs located on the side of the trailer or vehicle.
- I must comply with all City of El Reno ordinances, State health and fire codes, and traffic regulations.
- The license must be displayed prominently at all times while in operation.
- Any person who shall violate any provisions of the Ordinance shall be guilty of an offense and, upon conviction, shall be punished as provided for by Resolution. Each and every day such violation continues shall constitute a separate offense.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### 8. Office Use Only

Date Application Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Fee Paid (\$150): \_\_\_\_\_

Review by El Reno Development Services Manager and/or Fire Marshal:

☐ Approved

☐ Denied

Date of Decision: \_\_\_\_\_

Signature: \_\_\_\_\_

License # Issued: \_\_\_\_\_

Date Issued: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_