



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:

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



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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.



- 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: _____

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: _____