

CITY OF TOPEKA

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MOBILE FOOD VENDORS APPLICATION

APPLICANT INFORMATION: Please Print

Name of Individual or Authorized Representative: _____
*(*If the applicant is an authorized representative, as opposed to an individual, he/she must provide the name of the business and other pertinent business information below – then attach a separate sheet to this Application which contains the names and permanent addresses of (i) the officers of the corporation or (ii) the members of the partnership, firm, limited liability company or other business entity.)*

Name of Business: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax: _____

Web and/or Email Address: _____

Kansas State Sales Tax Number: _____ (if applicable)

Name of Vehicle Owner: _____

Type, Make and Registration Number of Vehicle(s): _____

*(*Credentials from the person, firm, corporation or association who employs the applicant or is represented by the applicant may be requested.)*

LICENSING INFORMATION: Please Print

TMC Section 5.115.010: **MOBILE FOOD VENDER** means any person, other than a transient vendor or sidewalk vendor, who offers food and/or beverage for sale from a mobile food unit. **MOBILE FOOD UNIT** means a self-contained vehicle, trailer, cart or other conveyance from which food and/or beverage is offered for sale.

Please provide a brief description of the nature of the business and the food/beverage being offered for sale: _____

Pursuant to TMC Section 5.115.210(d), if you will be operating on private property please identify the owner of said property and attach his or her written authorization indicating that he or she has given permission for you to conduct mobile food vendor activities on his or her property. ***Please attach said documentation to this Application. (*Mobile Food vendors have no exclusive right to specific areas or locations on public property).***

Pursuant to TMC Section 5.115.200(a)(3), please provide a statement indicating whether or not the applicant has had a mobile food vendor's license revoked by the City of Topeka or another municipality within the two preceding years prior to the date of this application: _____

LICENSE FEE: \$300.00. As stated in TMC Section 5.115.190(b) and (c), said fee **will not be prorated or refundable** for any reason, including denial of an application or license revocation **and the license will expire on December 31 of the year during which it is issued.**

PROHIBITED ACTS: Pursuant to TMC Section 5.115.210, it is unlawful for any mobile food vendor to conduct business between the hours of midnight and 7:00 a.m. or fail to maintain any license or certification required by the State of Kansas or Shawnee County. In addition, it is unlawful for any mobile food vendor to conduct business in a manner that (i) violates any zoning requirements; (ii) blocks or obstructs access to residences, businesses, driveways or access points to a property; or (iii) hinders vehicular, pedestrian or bicycle traffic or blocks or reduces sidewalk access to less than five feet in width for passage of wheelchairs and electric personal assistive mobility devices.

EXCEPTIONS: Pursuant to TMC Section 5.115.180, ***it is unlawful for any person to conduct business as a mobile food vendor without a license unless:*** (i) in conjunction with a special event for which the particular vendor has been approved by the event sponsor; (ii) at farmer's market that is registered with the Kansas Department of Agriculture; (iii) he/she has a permanent restaurant business location in the city and operates a mobile food unit at other locations for no more than ten days during a calendar year; (iv) he/she is providing catering services to a private event that is not open for the sale of food and/or beverage to the general public; or (v) he /she is a vendor operating in a park or recreational facility that is under the jurisdiction of the Shawnee County Parks & Recreation department.

TRASH RECEPTACLES; DISPOSAL. Pursuant to TMC Section 5.115.210(f), mobile food vendors must have a trash receptacle either attached or located within 15 feet of the mobile food unit. Said receptacle cannot interfere with vehicle access, pedestrian movement or handicap-accessible routes to and around the unit and all trash/litter must be promptly and properly disposed of.

DISPLAY OF LICENSE: Pursuant to TMC Section 5.115.220, any license granted to any mobile food vendor must be displayed in a prominent place that is clearly visible to the public. *Please be advised, however, that even if a license is obtained and properly displayed, a mobile food vendor may not operate within the boundaries of a special event for which the City has issued a special event permit unless said vendor can provide written verification that the event sponsor authorized its participation.*

DISPLAY OF AUTHORIZED PARTICIPANT NOTICE: Pursuant to TMC Section 12.70.060, a mobile food vendor is prohibited from operating within the boundaries of a special event for which the City has issued a special event permit unless said vendor has been approved as an authorized participant by the event sponsor. All approved vendors must display their status as an authorized participant in a prominent place that is clearly visible to the public.

TRANSFERABILITY: Pursuant to TMC Section 5.05.080, this license may not be transferred.

I, _____, the above named applicant, do solemnly swear I have reviewed the content and requirements contained in Chapter 5.115 of the Topeka Municipal Code, which regulates Mobile Food Vendors in the City of Topeka, and affirm that all information contained in the above application is accurate, complete and true.

Applicant Signature

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__.

My Commission expires: _____

Notary Public

(Office Use Only)

Fee Paid: \$_____ Cash () Charge () Check () / No. _____ Date Paid: _____________

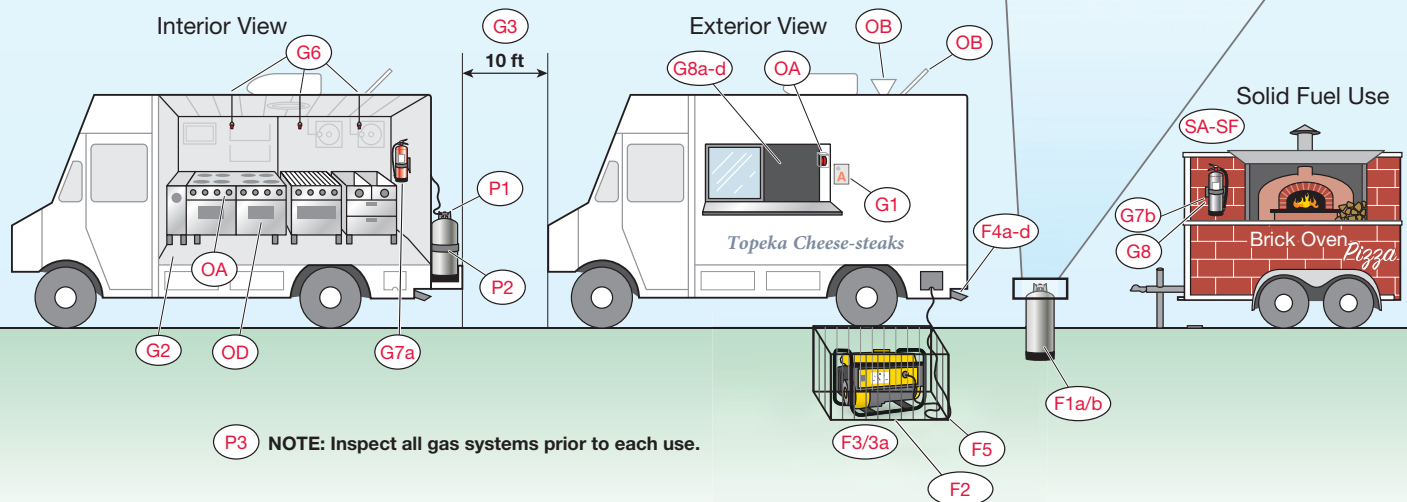
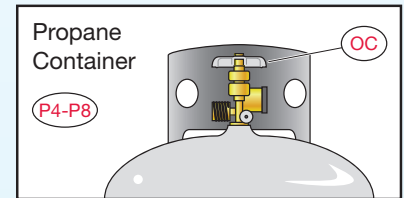
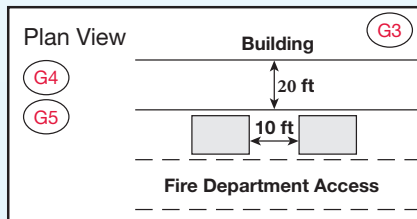
License No.: MFSU_____

License Period: From _____ to December 31, _____

(**License valid through December 31 of the year in which it was issued.*.)



FOOD TRUCK SAFETY



The red keys correspond to the Topeka Fire Department food truck safety diagram. For more detailed information, see NFPA 1 and Annex B in NFPA 96.

General Safety Checklist

- Obtain license or permits from City Clerk's Office. **G1**
- Ensure there is no public seating within the mobile food truck. **G2**
- Check that there is a clearance of at least 20 ft away from buildings, structures, vehicles, and any combustible materials. **G3**
- Fire department vehicular access is provided for fire lanes and access roads. **G5**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. **G7a**
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. **G7b**
- Ensure that workers are trained in the following: **G8**
- Proper use of portable fire extinguishers and extinguishing systems **G8a**
- Proper method of shutting off fuel sources **G8b**
- Proper procedure for notifying the local fire department **G8c**
- Proper procedure for how to perform simple leak test on gas connections **G8d**



FOOD TRUCK SAFETY *CONTINUED*



Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. **F1a**
- Ensure that refueling is conducted only during non-operating hours. **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. **F3**

- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 10 ft in all directions from openings and air intakes **F4a**
 - At least 10 ft from every means of egress **F4b**
 - Directed away from all buildings **F4c**
 - Directed away from all other cooking vehicles and operations **F4d**

- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70®. **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. **P1**
- Portable gas containers are in the upright position and secured to prevent tipping over. **P2**
- Inspect gas systems prior to each use. **P3**
- Perform leak testing on all new gas connections of the gas system. **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. **P5**
- Document leak testing and make documentation available for review by the authorized official. **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. **P7**
- Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. **P8**

Reference Material

NFPA 1, *Fire Code*, 2018 Edition

NFPA 1 *Fire Code Handbook*, 2018 Edition

NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition

LP-Gas Code Handbook, 2017 Edition

NFPA 70®, *National Electrical Code*®, 2017 Edition

National Electrical Code® Handbook, 2017 Edition

NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, 2017 Edition

NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

Handbook, 2017 Edition

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. **SF**

Tents and Outside Seating

- Cooking with an open flame is not allowed under, or within, a tent or temporary structure.
- Cooking that produces grease laden vapors is not allowed under, or within any tent or temporary structure.
- Tents having an area in excess of 400 square feet (20x20) used for customer seating will require a permit from the Topeka Fire Department.
- Outdoor seating shall not block fire department access roads, fire lanes, fire hydrants, or any other fire protection devices or equipment.
- Outdoor seating shall not block exits, or exit travel pathways from any structure.