

**100 East Carolina Avenue ● P.O. Drawer 2497 ● Hartsville, SC 29550 ● 843-383-3009**

**Mobile Food Vendor/Food Truck Permit**

**Submission Requirements**

**Required Documents** (Include with your application)

All documentation shall be due when the application is submitted. The applicant is responsible for securing all required permits and licenses for vending in the City of Hartsville. Below is a summary of required documentation. Proof of required licenses and permits must be provided in order to receive permit confirmation. Failure to supply the required documents will result in your application being returned. Incomplete applications, if delivered in person will not be accepted and if received by mail will be returned unprocessed.

1. Completed Mobile Food Vending/Food Truck Permit Application
2. City of Hartsville Zoning Permit Application
3. City of Hartsville Business License Application
4. Approved SCDHEC Permit
5. Approved Fire Marshall inspection
6. Proof of general liability insurance as required in the Food Truck Ordinance, if approved and the business is located on public streets or city owned property, the minimum current amount is $1,000,000 with the City of Hartsville listed as co-insured.
7. Two (2) color photographs of the applicant taken within 30 days immediately prior to the date of filing the application, photographs shall be two (2) inches by two (2) inches in size, showing the head and shoulders of the applicant in a clear and distinguishing manner.
8. A ten (10) year driving record, certified by the South Carolina Department of Transportation or the comparable agency of any state in which the applicant has lived in the past ten years.
9. A copy of the vehicle registration.
10. Color copy of the applicant/owners driver’s license.
11. Color photographs of the vehicle’s interior and exterior in sufficient number to provide permitting officials to be familiar with all the interior and exterior views of the mobile food vendor vehicle. Such other relevant information as may be reasonably required by city after a review of the submission of the above material in order to assure a full review of information needed to assess the impact of the proposed operation on the health, safety, and well-being of the public.
12. The proposed location of the mobile food vending vehicle/food truck.
13. A description/list of the food and/or non-alcoholic beverages that you propose to sell/vend.

**Conditions for Permit**

No vendor shall be allowed to do the following:

1. Sell or distribute alcohol.
2. Operate an electric generator or use external power. All mobile food vehicles shall be self-contained and not utilize any outside power source.
3. Sound any device, which produces an offensive or loud noise to attract customers.
4. Use any public address system on the vehicle to broadcast or advertise products.
5. Operate during any special event unless a separate permit is obtained.
6. Leave a vehicle unattended.
7. Park at a designated spot overnight.
8. Operate between 6:00a.m. – Midnight unless granted permission by the City to do so.
9. Display food or beverage items outside of the vehicle.

**Fees**

1. The business license fee is based on the anticipated gross income of the business from the day of operation through December 31 of the same year that the business license is issued.
2. The decal permit fee is $300. The initial decal shall be prorated if issued after January of each calendar year.
3. Checks shall be payable to the City of Hartsville. All permits expire December 31 of the year for which they are issued.
4. A business license and decal permit shall be obtained each year before the mobile food vending vehicle/food truck can operate in the city.