

VILLAGE OF SPRING VALLEY

Mobile Food Vendor (Food Truck) Permit Application

PO Box 276, E121 S. Second St., Spring Valley, WI 54767 715-778-5635

clerk@vi.springvalley.wi.gov

SPRING VALLEY IS AN EQUAL OPPORTUNITY EMPLOYER

A mobile food vendor permit is required in the Village of Spring Valley for any restaurant or retail food establishment where food is served or sold from a movable vehicle, trailer, pushcart or similar portable device. The requirement does not apply to home delivery of food or beverage items. To apply for a permit, submit this application, permit fee, and other listed items from below by mail or in-person at the Village Hall during normal business hours (Monday-Friday, 8am to 4:30 pm). Contact the Village Clerk's office for questions at 715-778-5635 (ext. 4) or email: clerk@vi.springvalley.wi.gov

DATE OF APPLICATION: _____

APPLICANT INFORMATION:

Name: _____

Address: _____

Work/Cell/Home Phone: _____

Email: _____

BUSINESS INFORMATION:

Business Name: _____

Business Address: _____

WI Seller's Permit No: _____

Contact Name: _____

Work/Cell/Home Phone: _____

Email: _____

Insurance Carrier & Policy No.: _____

VEHICLE/TRAILER DESCRIPTION:

Year: _____ Make: _____

Model: _____ Color: _____

License Plate & Registration No.: _____

FOOD VENDOR INFORMATION:

Nature of business and brief description of type of food products sold:

Location where food truck will be: _____

LIST 3 LOCATIONS & DATES WHERE YOU HAVE PREVIOUSLY DONE BUSINESS:

*Name: _____ Address: _____

Phone: _____ Date: _____

*Name: _____ Address: _____

Phone: _____ Date: _____

*Name: _____ Address: _____

Phone: _____ Date: _____

PERMITS: Valid for 1 day for a maximum of 5 hours. Up to 5 daily permits may be issued on 1 application.

Permit days and times @ \$25 per day (non-profits are no-charge)

APPLICATION REQUIREMENTS/ATTACHMENTS: (Must submit with application)

- Copy of County Department of Health Permit
- Copy of WI Seller's Permit
- Copy of Driver's License

Have you been convicted of any felony within the past two years, or State law or municipal ordinance relating to the sale or vending of food within the last five years? _____ YES _____ NO

If yes, please list the nature of the offense: _____

I attest that the information in this application is true and correct to the best of my knowledge. I have reviewed the municipal ordinance (see attached Spring Valley Ordinance) that applies to mobile food vendors and I agree to comply with it. I understand that violation of any regulations pertaining to mobile food establishments may be grounds for revoking a permit and/or forfeiture. I understand that issuance of a permit creates no legal liability, express or implied, on the Village of Spring Valley. I understand that all fees are non-refundable.

SIGNATURE _____ DATE: _____

OFFICE USE ONLY:

POLICE SIGNATURE: _____ DATE: _____

CLERK SIGNATURE: _____ DATE: _____

PERMIT FEE RECEIVED: _____