



# **FOOD TRUCK APPLICATION FOR CITY LICENSE**

**City of Clinton  
611 South 3<sup>rd</sup> Street  
P.O. Box 2958  
Clinton, IA 52733-2958  
(563) 244-3421**

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

**SECTION I – NAME & ADDRESS**

**Name of Applicant**

Home Address                      City                      State                      Zip

**Mailing Address (if different from home)**

Phone# Email Address (required)

Race                      Height                      Hair Color                      Eye Color

I do hereby make application for the following City License:

<u>Type of License</u>	<u>Must Comply with City Code Chapter</u>	<u>Fee</u>	<u>Insurance Required</u>	<u>Expiration Date</u>
Food Truck	112A	\$200.00/yr.; \$100.00/6 months; \$15.00/day	\$1M	End of Permit Period or 1 Year from Issuance

## **SECTION II – BUSINESS & SALES INFORMATION**

**Name/Title of Business**

Business Address      City      State      Zip

### Description of Truck or Cart

## Description of Food

Start Date	Duration of Sale/Solicitation
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Iowa Department of Revenue Retail Sales Tax Permit Number

***\*\*NOTE: Food Trucks are prohibited from locating 1600' from a special event or within 100' of the primary entrance of a restaurant (6:30AM-10PM), without prior approval from the City.\*\****



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## SECTION II – BUSINESS & SALES INFORMATION CONT.

Name/Title of Business for Commissary Kitchen or Premises Where Food Prepared\*

Business Address      City      State      Zip

Name of Company Used for Fat, Oil and Grease Disposal

Business Address      City      State      Zip

Name of Company or Location for Trash or Refuse Disposal

Business Address      City      State      Zip

*\*Food establishment license must be provided for any commissary kitchen or premises where food is prepared for sale from the mobile food truck.*

### **SECTION III – EMPLOYMENT HISTORY**

Type of Employment & Jurisdiction in Which Business was Conducted in the Past 12 Months:

Name of Business	Address of Business	Phone #	Supervisor	Time Employed



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### SECTION IV – PRIOR LICENSE REVOCATION

Has a similar license from the City of Clinton or any other jurisdiction been revoked? If yes, why:

Yes

No

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### SECTION V – RELEASE AND DISCLOSURE

I \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Clinton, Iowa, whether said records are of a public, private or confidential nature, including criminal histories.

I \_\_\_\_\_, do hereby authorize the Clinton Police Department, or its designee, to obtain finger prints and take a photograph of myself for identification purposes.

I hereby swear and affirm that each that each statement and all information in or supplementing this application is complete and true and accurately recorded to the best of my knowledge. I understand that providing false, misleading and/or incomplete information on this application will result in my not obtaining a Food Truck City License in the City of Clinton, Iowa.

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Signature of Applicant

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Date



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## **SECTION VI – CONFIDENTIAL INFORMATION OF APPLICANT**

**Name of Applicant**

List all felonies and misdemeanor convictions, including traffic violations for the last ten (10) years:

#### Aliases (List All Other Names Ever Used):

## **SECTION VII – CHECKLIST FOR APPLICANT**

- City Application Completed?
- DCI Background Check Form Completed?
- Proof of Insurance with City of Clinton listed as an “additional insured” provided?
- Inspection completed by Clinton Fire Department Building Safety Division (563-244-3360)?
- Inspection completed and licensed issued by DIA (515-802-2984)?
- State Sales Tax Certificate obtained & number provided (800-367-3388)?
- All fees paid to City Finance Department?

**\*All items must be completed and submitted to the City Clerk's office before the application can be approved.\***

***\*Please allow at least 2 weeks for your City license application to be processed.\****

## **SECTION VIII – OFFICE USE ONLY**

License #	Fee Paid to Finance Office	DCI Background Check Completed	Approved by Police Department	Approved by Fire Department	Approved by DIA	Approved by Clerk