



801 Crawford Street, Portsmouth, Virginia 23704  
(757) 393-8836 • Fax: (757) 393-5223

# Food Truck Permit Application

[www.portsmouthva.gov/181/Planning-Department](http://www.portsmouthva.gov/181/Planning-Department)

- Notes:**
1. A permit is required for the use of a food truck as outlined in Portsmouth City Code Sec. 32 Article X and Sec. 40.2-217.
  2. **The review fee is \$50.00. The fee is NON-REFUNDABLE.**
  3. **The granting of a food truck permit does not give the holder the explicit right to vend on City parcels or at City events. Vending at City events or City parcels still must be coordinated with the appropriate City department.**
  4. **Each Food Truck Permit is only valid for a specific truck; permits are not transferrable to any other vehicle.**
  5. Applicants should familiarize themselves with the applicable regulations, including the Food Truck Policies and Procedures Manual. Failure to abide by the rules of the Food Truck Program may result in the revocation of the Food Truck Permit.

## APPLICANT INFORMATION

Applicant Name:	Company Business Name:
Business Mailing Address:	
Applicant Phone #:	Email Address:
Trade Name/Food Truck Name:	
Names of food truck operators:	
Commissary Name:	Commissary Phone Number:
Commissary Address:	
Verified By (office use only):	Date:

## FOOD TRUCK INFORMATION

Food Truck Year, Make, and Model:	
License Plate Number:	VIN Number:
Menu: Please attach a typed copy of the menu the operator will be using.	

## OTHER PERMITS AND INFORMATION

Please attach copies of all of the following:  Menu       Fire Permit       4 Exterior Pictures  
 Proof of Insurance (\$1 million in liability, \$100,000 in property damage)

### APPLICANT'S SIGNATURE

By signing this application below: I acknowledge that I have read and understand all applicable rules and regulations related to the operation of food trucks in the City of Portsmouth, and recognize that any violations of said rules and regulations may result in the revocation of this Permit.

Applicant's Signature:

Date:

### \*\*\*POST-INSPECTION PROCESSING\*\*\*

### VEHICLE INSPECTION

I, the undersigned authorized staff member, do hereby certify that the food truck permitted under this application is free of visible damages, including but not limited to rust, dents, cracked or broken glass, and chipped paint, and is of a positive aesthetic quality such that it will not be dangerous or distracting to the general health, safety, and welfare of the City of Portsmouth.

Staff Member Signature:

Date:

### PERMIT INFORMATION

Permit Number:

Expiration Date:

Staff Authorizing Signature:

Date: