

FOOD TRUCK LICENSE

VILLAGE OF MAYVILLE

Fee: \$100.00 per year

(January 1 – December 31)

Approved by Resolution 10-11-2022

Completed applications must be submitted to the:

Village of Mayville Clerk's Office

PO Box 188, 1 South Erie Street

Mayville, NY 14757

Applicant/Owner Name: _____

Applicant Address: _____
Street City State/Zip Code

Applicant Phone #: _____ **Applicant Email:** _____

Business Name: _____

Business Address: _____
Street City State/Zip Code

Business Phone #: _____ **Business Email:** _____

List of Employee(s): (Name and Address)

1. _____ 2. _____
3. _____ 4. _____

Vehicle Description: Make _____ Model _____

Color _____ Year _____ License Plate # _____

Please note, all supporting documentation listed below must accompany this permit application and be received by the Village of Mayville Clerk's Office. Any application that is missing required documentation will NOT be accepted. After all documentation is received an inspection will be scheduled with the Code Enforcement Officer. This inspection must be passed prior to the issuance of a permit.

Application Supporting Documentation Checklist:

- ____ 1. Copy of valid driver's license or non-driver's ID (for all employees that will be working in the food truck)
- ____ 2. Copy of vehicle registration
- ____ 3. Proof of Chautauqua County Health Department Permit
- ____ 4. Photographs or detailed sketches/plans of the food truck
- ____ 5. Certificates of Insurance Naming Village of Mayville as additional insured (see attached)
- ____ 6. Hold Harmless Agreement signed
- ____ 7. New York State Sales Tax Certificate
- ____ 8. Business Certificate from Chautauqua County Clerk
- ____ 9. Copy of Workers Compensation Policy
- ____ 10. \$100.00 yearly fee (January 1st – December 31st). Check made payable to: Village of Mayville

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HOLD HARMLESS AGREEMENT

_____ does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Mayville from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the Village of Mayville Food Truck Permit and connected activities.

APPLICANT

By: _____
(Applicant)

DATE: _____

VILLAGE OF MAYVILLE

By: _____
(Village of Mayville Clerk)

DATE: _____

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FOOD TRUCK INSURANCE REQUIREMENTS

- The Vendor hereby agrees to effectuate the naming of the Village of Mayville as an unrestricted additional insured on the vendor's policy.

The policy naming the Village of Mayville as an additional insured shall:

- be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer.
- contain a 30-day notice of cancellation or you must provide a Certificate of Insurance at least 2 weeks prior to your event.
- state that the organization's coverage shall be primary coverage for the Village of Mayville (PO Box 188, 1 South Erie Street, Mayville, NY 14757), its Board, employees, and volunteers; and additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.

- The Vendor agrees to indemnify the municipality for any applicable deductibles.
- Required Insurance:
 - **For Commercial Users: Commercial General Liability Insurance**
 - \$1,000,000 per occurrence / \$2,000,000 aggregate
 - **Proof of Automobile Insurance/Liability**
 - \$300,000 combined single limit for owned, hired, and borrowed and non-owned motor vehicles.

Note: The applicant acknowledges that failure to obtain such insurance on behalf of the Village of Mayville constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the Village of Mayville. The applicant is to provide the Village of Mayville with a certificate of insurance, evidencing the above requirements have been met. The failure of the Village of Mayville to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the Village of Mayville.

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FOOD TRUCK REGULATIONS

- Food truck or trailer businesses operating in the Village of Mayville are required to follow all the same regulations applicable to their brick-and-mortar counterparts.
- Mobile food vendors shall comply with all parking time limits and location limitations.
- Mobile food vendors shall not be parked more than 12 inches from curb nor any place where official signs prohibit parking.
- Signage: Two sandwich board signs allowed, placed within the same block the truck is parked; signs shall not impede ADA access.
- All mobile food vendors are prohibited from vending in a manner that interferes with pedestrian or vehicular traffic or other legitimate business in the Village of Mayville.
- Mobile food vendors shall be licensed as a motor vehicle, if applicable, and be able to be operated on the public streets.
- Mobile food vendor equipment in the Village of Mayville shall not be greater than 28 feet in length, except that a food truck or food trailer exceeding 28 feet in length may be authorized to vend by means of a temporary permit that is issued for special events.
- Mobile food vendors must abide by all parking and vehicle/traffic laws, ordinances, and rules and regulations at all times, including but not limited to any durational requirements in force and effect at that time and location. A mobile food vendor may operate in any legal parking space except as restricted by any ordinance, law, rule, or regulation.
- All mobile food vendors must be equipped with trash receptacles of a sufficient capacity that shall be changed as necessary to prevent overflow or the creation of litter or debris. No vendor shall, directly or indirectly, cause or permit the public streets, sidewalks, or places to be littered with papers, wrappings or other debris or refuse where the littering results from the conduct of the business.
- Mobile food vendors shall not cry out or make loud noises in any public street, sidewalk, or place for the purpose of selling any food or merchandise.
- Mobile food vendors providing services are required to take necessary precautions to protect people from being struck by motor vehicles.
- A mobile food vendor may operate in a designated space if approved by permit, at a cost set by the Village of Mayville.
- Mobile food vendors shall be required to abide by all applicable federal, state, and local laws, rules, and regulations.
- Placement of mobile food units and any devices related to the unit shall not obstruct or impede pedestrian or vehicular traffic, access to driveways, and sight distance for drivers.