



# MOBILE VENDING PERMIT APPLICATION

PERMIT FOR CALENDAR YEAR: \_\_\_\_\_

## BUSINESS OWNER INFORMATION

Name of Business Owner: \_\_\_\_\_

Home Address of Business Owner: \_\_\_\_\_

Phone Number of Business Owner: \_\_\_\_\_

Email of Business Owner: \_\_\_\_\_

## MOBILE VENDING BUSINESS INFORMATION

Base of Operation Business Name: \_\_\_\_\_

Base of Operation Physical Address: \_\_\_\_\_

Printed Name on Mobile Vending Unit: \_\_\_\_\_

Base of Operation Phone Number: \_\_\_\_\_

Business Email: \_\_\_\_\_

Mobile Vending Unit Information: License Plate #: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Type of Mobile Vending Unit:     Food Truck     Ice Cream Truck     Mobile Retail Vendor

Brief description of goods being sold:

**REQUIRED DOCUMENTATION AND LICENSES**

The below documentation is **required** to qualify for a Mobile Vending Unit Permit and **must** be submitted along with the application.

- Copy of a Current Business License from the City of Richmond Hill**
- Recent Color Image of the Mobile Vending Unit**
- Copy of Bryan County Dept. of Public Health Food Service Permit (Food Trucks only)**
- Mobile Vending Unit Fire Safety Inspection Approval From RHFD**
- Copy of Georgia Dept. of Agriculture Permit (If Applicable)**
- Authorization for Background Check (Ice Cream Trucks only)**
- Mobile Vending Annual Permit Fee**

By signing below, I acknowledge I have read, understand, and agree to comply with the City of Richmond Hill Code of Ordinances for the operation of a Mobile Vending Unit and all other state laws and policies governing Mobile Vending Units. I further acknowledge and understand I must obtain property owner approval to operate on private property.

Mobile Vending Permits are valid for up to twelve months and expire on December 31st. It is the responsibility of the permit holder to apply for and/or renew the annual permit.

Permit holders will receive a Mobile Vending permit decal from the City of Richmond Hill upon issuance of a permit and must clearly display the decal in a visible location on the unit windshield at all times during the permit year.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**-----DO NOT WRITE BELOW THIS LINE / FOR STAFF USE ONLY-----**

PERMIT FEE: \$200.00 Method of payment:  Cash  Card  Check # \_\_\_\_\_

**STAFF APPROVAL:** Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

For more information contact our Zoning Administrator at (912) 756-3735 or [astyer@richmondhill-ga.gov](mailto:astyer@richmondhill-ga.gov)

REVISED 10-22-19