



**City of Pine City
Mobile Food Unit License**

LICENSE #: _____

SUBMIT APPLICATIONS TO: permits@pinecitymn.gov

An application becomes a numbered license after the review is complete and payment of fees. All information is required and must be completed. Once approved, hang this license in a visible location of your mobile food unit.

Company Name: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Phone #: _____

Applicant Name: _____

Address Mobile Food Unit will be serving at: _____

Dates you will be serving at the above location (keep track with the below table):

REQUIRED SUBMITTALS:

- Payment of \$20 for an Annual License (no more than 21 days per location per year.)
- A copy of each related license or permit issued by the State of MN required to operate a mobile food unit and any applicable license from Pine County.
- A Certificate of Liability Insurance. **General Liability Certificate of Insurance specifically extending coverage to the Mobile Food Unit and naming the City of Pine City as an additional insured. Minimum liability insurance coverage must be \$2,000,000**

NOTICES AND AUTHORIZATIONS:

No work shall be done under this license until the insurance policies have been filed and approved by the City of Pine City. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

- This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer’s withholding or motor vehicle excise taxes;
- Upon receiving this information, the City of Pine City will supply it only to the Minnesota Department of Revenue; however, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
- Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.

The above signed applicant makes this application pursuant to all the laws of the State of Minnesota and such rules and regulations as the Council of the City of Pine City may from time to time prescribe. The above-named firm hereby applies for a license for the term one year, as requested above, and ending no later than 12 months of the application approval date, with the City of Pine City, Minnesota.

Applicant Signature: _____ **Date:** _____

OFFICE USE ONLY – LICENSE IS NOT VALID WITHOUT CITY APPROVAL

PID OF LOCATION: _____	ZONING DISTRICT: _____
ZONING APPROVAL: _____	APPROVAL DATE: _____
<u>PAYMENT INFO</u>	EXPIRATION DATE: _____
RECEIVED BY: _____	LICENSE FEE: <u>\$20.00</u>



City of Pine City Mobile Food Unit License

LICENSE #: _____

CASH _____ CK# _____ LAST 4 CC# _____ DATE RECEIVED: _____

**FIRE/SAFETY DEPARTMENT REPRESENTATIVE MAY BE OUT TO INSPECT THE VEHICLES ON THE DAY OF SET UP.
Please contact permits@pinecitymn.gov prior to set up. Follow the below checklist to ensure compliance with inspection requirements.**

All mobile food units must operate and comply with Minnesota State Fire Code (MSFC) Section 319.

GENERAL SAFETY INSPECTION CHECKLIST:

Please note that this is not an exhaustive list of requirements within (MSFC) Section 319.

- Ensure cooking equipment that produces grease-laden vapors shall be provided with a kitchen exhaust hood in accordance with Minnesota State Fire Code (MSFC) Section 607.
- Ensure cooking equipment shall be protected by automatic fire extinguishing systems in accordance with MSFC Section 904.12.
- Portable fire extinguishers shall be provided in accordance with MSFC Section 906.4.
- Ensure cooking fuel systems comply with within the respective terms of MSFC Section 319.
- Ensure that there is no public seating within the food truck.
- Check that there is a clearance of at least 10ft. away from buildings, structures, vehicles, and any combustible materials.
- Ensure clearance is provided for the Fire Department to access fire hydrants

IF YOU DO NOT HAVE THE APPROPRIATE EXTINGUISHING DEVICES, YOU WILL NOT BE ALLOWED TO SELL ITEMS.

Contact the City of Pine City with any questions:
info@pinecitymn.gov or 320.629.2575

City of Pine City

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 Phone: 320.629.2575

E-mail: info@pinecitymn.gov Web site: pinecity.govoffice.com

Pine City is an equal opportunity provider and employer