



City of Dunn Planning Department
 102 N. Powell Ave. P.O. Box 1065
 Dunn, NC 28335
 Main: (910) 230-3505
 Fax: (910) 230-9005
www.cityofdunn.org

Food Truck Application Submittal Checklist

*This checklist indicates the minimum items required for this permit application to be considered complete. Please **initial** each item in the following checklist. **Write N/A** for items that are not applicable.*

Applicant Initials	Required component of complete application	Staff Initials
	(1) Application logged in (Station outside of the Planning & Inspection Department)	
	(2) Food Truck Application is filled out completely.	
	(3) If using a private parcel, a letter of consent from property owner with signature, contact information and date is included.	
	(4) A photo of tow vehicle and trailer is included with length of tow vehicle and trailed separately and combined. The photo should include placement of 30 gallon trash receptacle.	
	(5) Make and model of generator is included, as well as decibel level.	
	(6) Cooking equipment and fire extinguishers are listed. Attach additional sheet if necessary.	
	(7) Type of food is indicated and a menu is attached.	
	(8) Days, hours, and locations of operation are listed. This can be added to as needed.	
	(9) Vehicle trailer registration, valid certificate of insurance, proof of liability insurance and approved application signed by a County Environmental Health Specialist are included.	
	(10) *If on private property - Site plan, drawn to scale, is included showing lot lines, ingress and egress, traffic circulation, location of food truck(s) on property that are within setbacks. *If in public ROW, indicate street block that you will park on (using no more than 2 parking spaces).	
	(11) I have read all of the information provided and understand that I must receive an inspection and a Food Truck Permit card before I can operate in the City of Dunn.	

I understand that no application will be held that is considered incomplete. If found to be incomplete it will be returned to me to make the corrections before it will be reviewed or considered. All information contained in this Food Truck Application is complete and accurate to the best of my knowledge and ability.

Applicant Signature: _____ Date: _____

Print Name: _____

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Date Paid: _____

Amount: _____

Payment Type: _____

Employee Initials: _____

FOOD TRUCK

Food Truck Permit Application

Definition: A food truck means a licensed, readily moveable cart, trailer, or motorized wheeled vehicle, designed and equipped to serve food to the general public.

Date: _____

APPLICANT INFORMATION

Food Operator Name: _____ Phone Number: _____

Food Operator Email: _____

Mailing Address: _____
 (Street) (City, State, Zip Code)

Emergency Contact Name: _____ Phone Number: _____

FOOD TRUCK INFORMATION

Truck Name: _____

Size of food truck: _____
 If a tow vehicle is used & will remain attached, include length of tow vehicle and trailer combined. **Attach photo.**

Will you be using a generator? No Yes Make/Model: _____

What is the decibel level? _____

List cooking equipment. Attach additional sheet is necessary. _____

List fire extinguishers. _____

Type of food (attach menu): _____

Days, hours, and locations of operation		
Date(s)	Time(s)	Location(s)

REQUIRED ATTACHMENTS

- Vehicle trailer registration
- Certificate of Insurance
- Proof of Liability Insurance
- Approved application signed by a County Environmental Health Specialist

If using a private parcel, please attach letter of consent from the property owner with signature, contact information, and date.

Address of operations or PIN: _____
(Street) (City, State, Zip Code)

Property Owner's Name: _____ Phone Number: _____

Site Plan must be attached.

**If on private property - site plan must show property lines, ingress and egress, traffic circulation, location of food truck(s) on property that are within the setbacks. Must be drawn to scale.*

**If in public right-of-way, indicate street block that it will be park on and will use no more than 2 parking spaces.*

I affirm that the statements made in the foregoing application are true and complete to the best of my knowledge.

Signature: _____ Printed Name: _____

For office use only

Zoning and Fire Inspection

Zoning: Approved _____ Denied _____

Fire Inspection: Approved _____ Denied _____

Comments: _____

Zoning Official: _____ Date: _____

Printed Name: _____

Fire Inspector: _____ Date: _____

Printed Name: _____

Owner Consent Letter

Food Truck Applicant Name: _____

Address: _____

City: _____ NC, Zip _____

Date: _____

I, *(Property Owner Name)* _____ give permission for *(Food Truck Name)* _____ to park food truck at *(property address)* _____ (PIN: _____ - _____ - _____ .000 for *(period of time)* _____.

Thank you,

Owner Signature

Printed Owner Name

Owner Address

Owner Telephone Number