



# Mobile Vendor License Application

City Clerk's Office  
104 S. Muskogee  
Claremore, OK 74017  
918-341-1325

<b>Applicant Name (First)</b>		<b>(Middle)</b>	<b>(Last)</b>
<b>Driver's License Number &amp; State of Issue</b>		<b>Date of Birth</b>	<b>Phone Number</b>
<b>Mailing Address</b>		<b>City/State</b>	<b>Zip Code</b>
<b>Business Name</b>		<b>Email</b>	
<b>Brief Description of Business to be Conducted and Items to Be Sold</b>			
<b>Address of Fixed Outdoor Location(s) Desired for Business (not special events)</b>			
<b>License Number and Description of Any Vehicles to be Used</b>			
<b>Oklahoma Tax Commission Sales Tax Number and Expiration Date</b>			
<b>Commissary, if applicable</b> (Mobile Food Establishments and Mobile Push Cart Food Services) Physical Address: _____ Ph. Number: _____			
<b>Items that Must be Submitted for a Complete Application:</b>			
<ul style="list-style-type: none"><li>□ \$20 Application Fee (new licenses only); \$30 Annual License Fee that may be prorated (non-profits exempt from annual fee)</li><li>□ OSBI Background Check (new licenses only)</li><li>□ Driving History Report from the Department of Public Safety (new licenses only)</li><li>□ Written, notarized statement by the legal owner of any private land upon which any outdoor business operation shall be located authorizing the use of the land for the purposes desired by the applicant (if applicable)</li><li>□ Copy of your State of Oklahoma Sales Tax Permit or proof that you or your employer are exempt from the payment of sales tax. To obtain a Sales Tax Permit, contact the Oklahoma Tax Commission (918) 581-2751</li><li>□ Copy of Health Department Food Establishment License</li><li>□ Copy of your driver's license</li><li>□ Vehicle and General Liability Insurance</li><li>□ Photo of Food Truck</li></ul>			



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I \_\_\_\_\_, of lawful age being first duly sworn, deposes and says as follows. I have not been convicted within the previous five (5) years of a felony or misdemeanor involving dishonesty or fraud, and the punishment or penalty assessed.

I am aware that my license may be revoke for any fraudulent information submitted in this application and for violation of any applicable provisions of the Mobile Vendor Ordinance.

\_\_\_\_\_  
Signature of Deponent (Applicant)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires

\_\_\_\_\_  
Notary Public



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## Mobile Vendor Standards: All mobile vendors must conform to the following standards.

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- (A) Geographical Restrictions. No mobile vendor shall sell or vend from his or her vehicle or conveyance when:
  - (1) Within one hundred fifty (150) feet of a public or private school grounds during the hours of regular school session, classes or school-related events in said public or private school, except when authorized in writing by said school; or
  - (2) Within one hundred fifty (150) feet of the entrance to a business establishment which is open for business and is offering for sale the same or similar product or food item as an item offered for sale by the mobile vendor unless authorized in writing by the stationary business establishment; or
  - (3) Within one hundred fifty (150) feet of a public park of the City where a City authorized concession stand is located during times other than during the course of a public celebration except as approved by the City; or
  - (4) Within one hundred fifty (150) feet of City property where a City authorized concession stand is located during the course of a public celebration when nonprofit organizations are permitted to engage in the sale of merchandise and food at such property.
- (B) No mobile vendor shall conduct business so as to violate any ordinances of the City regulating traffic and rights-of-way, as now in effect or hereafter amended.
- (C) No mobile vendor shall obstruct or cause to be obstructed the passage of a sidewalk, street, avenue, alley, fire department access routes, or any other public place by causing people to congregate at or near the place where food or other items are being sold or offered for sale.
- (D) No customer shall be served on the street side of the mobile unit. All service must be on the curb side when the mobile unit is on or abutting a public street.
- (E) Seating for up to eight (8) individuals may be provided as part of a mobile vendor business. If provide seating, must provide restroom facility or have written permission from landowner or tenant to use their restroom facility.
- (F) No drive thru or drive by customer service shall be provided or permitted as part of a mobile vendor business as contemplated in this chapter.
- (G) All mobile vendors shall provide garbage receptacles for customer use.
- (H) No mobile vendor shall locate his or her vehicle or other conveyance in such a manner as to cause a traffic hazard.
- (I) At the conclusion of business activities at a given location the mobile vendor shall clean all the public way surrounding his or her vehicle of all debris, trash and litter generated by the vendor's business activities.
- (J) All mobile vendors preparing food by cooking, frying or other means shall:
  - (1) be equipped with at least one (1) K-class fire extinguisher;
  - (2) meet National & State Propane and Fuel Gas Codes;
  - (3) be located no less than 10' from structures; and
  - (4) must be constructed of noncombustible and fire rated materials.
- (K) Mobile vendors with propane shall:
  - (1) not store propane on rear bumper, roof or accessible inside unit;
  - (2) transport in a compartment accessible from the exterior and without a floor; and
  - (3) use proper pipe, not poly tube.
- (L) Applicants for licenses issued pursuant to this chapter should be prepared to meet all additional requirements and conditions to operate in certain restricted areas of the City such as City park property.
- (M) All electrical connections by mobile vendors shall comply with requirements of the currently adopted National Electrical Code (NEC).
- (N) All mobile vendors setting up at a place of business must provide a lease agreement or written permission from the property owner. Mobile vendors are only allowed to be setup for 12 hours per day and must move their truck/trailer off-site every day.

**I state that I am the mobile vendor on said application and have read the above criteria and attest that I will comply with all standards as stated. I further understand that if found not to be in compliance with the above stipulations will be subject to immediate removal and/or citations.**

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Signature

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Date