



When do you need a Mobile Food Truck Registration/Permit?

Retail food establishment or mobile food service operation as defined by the Ohio Revised Code Chapter §3717, Retail Food Establishments; Food Service Operations. This permit is required for all food carts, food trucks or any other type of mobile food vending device that will operate in the City of Sheffield Lake, Ohio.

Please note that this permit is required for any mobile retail food establishment or mobile food service operating in the City of Sheffield Lake including any special events sponsored by the City of Sheffield Lake.

City of Sheffield Lake Codified Ordinance Chapter §1111.02(C)(4) Temporary Events, Food Trucks.

City of Sheffield Lake employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.

How to obtain and/or submit Mobile Food Truck Registration/Permit Application; In Person/Mail/Email

City of Sheffield Lake
Building/Zoning Department
609 Harris Dr.
Sheffield Lake Ohio 44054

Email; Buildingdept@Sheffieldlake.net

What to submit to the Building/Zoning Department

- 1) A completed and signed application for each vending device that you wish to operate.
- 2) A current color photograph of the vending unit and all proposed accessories.

Note: No vending unit may be placed on a public sidewalk if the unit is self-propelled or exceeds six (6) feet in length or four (4) feet in width.

- 3) A copy of your current and valid government issued identification.
- 4) A copy of a current and valid vehicle registration for each vending unit.

Note: The vehicle title will not satisfy this requirement.

- 5) A copy of your current mobile food service license and/or paid receipt for the Current licensing period from the local health department.

Note: If you operate multiple vending units, a separate food service license is required for each unit.

- 6) A copy of your Certificate of Qualification/Inspection from the Sheffield Lake Fire Department. This requirement is for all units that will use propane or any other flammable substance. For more information or to schedule an appointment, please contact (440) 949-8182. *Appointments for inspections need to be scheduled no less than 10 days before the event.*
- 6) A copy of the certificate of insurance, or an acknowledgment thereof, by an insurance carrier licensed to do business in this state, evidencing comprehensive general liability coverage in the amount of one hundred thousand dollars (\$100,000.00), to protect against damage to property and/or persons resulting from the operation of the mobile food shop; the City of Sheffield Lake must be listed as an Additional Insured on the Certificate.
- 7) If operating from private property, attach proof of ownership of the property or a notarized document from the property owner authorizing the use of the property. The document must be legible and contain the property owner's name, address and telephone number.

Note: If the property is owned by the City of Sheffield Lake, permission is required from the Director of Public Service. Property types include vacant lots, recreation centers and city parks.