



Food Truck Permit Application

Town of Ridgeland | Business Licensing
 P.O. BOX 1119 RIDGELAND, SC 29936 (Town Hall)

Instructions for Applicant

Business Information

Name of Business: _____ DBA if Different: _____

Name(s) of Owner(s): _____

Business Physical Address: _____

Business Mailing Address: _____

Business Website: _____ Business Email: _____

Business Phone: _____ Mobile: _____ Fax: _____

Do you intend to operate on public property allowed sites? Yes No Private property sites? Yes No

Mobile Food Vendor Vehicle Type: (For more detailed information on mobile food vendor vehicle type see Section 1 Definitions.)

Food Truck/Trailer	Mobile Market Food Truck	Catering (Canteen) Truck	Ice Cream Truck
Vehicle Make: _____	Model: _____	Year: _____	Tag Number: _____
Vehicle Make: _____	Model: _____	Year: _____	Tag Number: _____
Vehicle Make: _____	Model: _____	Year: _____	Tag Number: _____

****Note: If you have additional food trucks that will be operated within the Town Limits of Ridgeland, include the information above for each food truck. Each food truck is required to have its own individual city decal certificate assigned to it.**

Mobile Food Vendors on Private Property: (Mobile food vendors are only permitted to locate in Zoned areas T-4, T-5, and SD-21 and shall not operate within 250 feet from the door of a lawfully established eating establishment that is actively open for business serving customers, unless the restaurant owner has signed a waiver. For more detailed information and restrictions, see Section 4.

- 1. Attach a list of all requested sites to include the property owners, phone number and physical address.
- 2. Attach the original copy of written permission for use of private property from the private property owner for each location.
- 3. Attach a detailed map of each property's parking lot to include the intended area requested for the Mobile Food Vendor Vehicle(s) to be parked. (Zoning and Fire Marshal's require information to review)

Required Documents: (Include with your application)

- Business Plan (Give a brief description of the nature of the business and goods to be sold. If available, a menu may be attached)
- Town of Ridgeland Business License Application
- Copy of permits required by the SC DHEC (South Carolina Depart. of Health and Environmental Control)
- A copy of the vehicle(s) registration.
- Color photographs of the vehicle(s) interior and exterior in sufficient number to provide permitting officials a good overview of the vehicles look and design. *****NOTE: THERE WILL BE A MANDATORY INSPECTION PERFORMED BY THE TOWN OF RIDGELAND ON ALL MOBILE FOOD VENDOR TYPE VEHICLES. THE TOWN FIRE MARSHALL WILL BE INSPECTING FOR FIRE CODE COMPLIANCE. THE BUSINESS LICENSE FIELD SUPERVISOR WILL INSPECT FOR GENERAL MAINTENANCE REQUIREMENT ISSUES. (SEE SECTION 8)**
- Proof of general liability insurance for the operation of the vehicle as a motor vehicle and the conduct of the business, if approved and the business is located on public streets or city owned property the minimum current amount is \$1,000,000.00 with the Town of Ridgeland listed as co-insured on certificate.

Fees: (The following is a list of fees that will be required upon final approval and are due yearly (January 1)

1. **Business License:** (Based on revenue). A business license application can be downloaded here:
<https://www.ridgelandsc.gov/pdfs/Town-of-Ridgeland-Business-License-Application-.pdf>
2. **A 2% Local Hospitality Tax** must be collected and paid to the Town quarterly. **Taxes collected are due January 20th , April 20th, July 20th and October 20th** and cover the preceding quarter. This tax is to be collected when vendor operates within corporate Town limits. The remittance form can be downloaded here:
<https://www.ridgelandsc.gov/pdfs/A-Tax-Form-and- Ordinance-2017.pdf>