



City of Grand Rapids

Mobile Food Vending Truck Checklist

PRELIMINARY INFORMATION

<ul style="list-style-type: none">- A Vending Truck License is required for any Vending Truck/Trailer which will be operating on publicly owned property in the City of Grand Rapids.
<ul style="list-style-type: none">- The Food Truck Ordinance put into place in 2016 is a 2 year PILOT program to determine what practices work best in the City of Grand Rapids.
<ul style="list-style-type: none">- Hours of permitted operation:<ul style="list-style-type: none">- In Designated Public Parks – During Park operating hours from dawn to dusk, permits may be required through Parks and Recreation by contacting 616-456-3696- At Parking Meters and in Designated Downtown Zones – 6:00am to 2:30am, all meters must be hooded through the Parking Services Hooded Meter program. 616-456-3755- Industrial Zones – 24 hours
<ul style="list-style-type: none">- Step one is to obtain a Food Permit through the Kent County Health Department.
<ul style="list-style-type: none">- Step two is to have the truck/trailer inspected by the Grand Rapids Fire Department and attend a Fire Safety training class. **To Schedule an inspection contact Lieutenant William Smith at wesmith@grcity.us or by phone at 616-456-3939, secondary number 616-456-3115
<ul style="list-style-type: none">- Step three is to apply with the City Clerk’s office, details for application process below.
<ul style="list-style-type: none">- Step four is to contact either the Parks Department or Parking Services to obtain permits for set-up locations.

CHECKLIST

<input type="checkbox"/>	Copy of Kent County Health Department License or equivalent license issued in the State of Michigan.
<input type="checkbox"/>	Carbon Copy of Fire Department inspection form.
<input type="checkbox"/>	Copy of Menu with prices.
<input type="checkbox"/>	Color photos of the Food Truck.
<input type="checkbox"/>	Proof of Insurance as required by Chapter 74 of the Grand Rapids City Code.
<input type="checkbox"/>	Completed Food Truck Application (part I and II).
<input type="checkbox"/>	Signed affidavit of indemnity.
<input type="checkbox"/>	Non-refundable application fee .
<input type="checkbox"/>	Once a license is issued the City issued decal must be conspicuously placed on the outside of the vehicle.

*Rules and regulations associated with a Food Truck License can be found in Chapter 74 of the Grand Rapids City Code entitled “

**General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled “Licensing and Regulation Generally.”