



City of Grand Rapids

Mobile Food Vending Truck Checklist

PRELIMINARY INFORMATION

- A Mobile Food Vending Truck License is required for any Vending Truck/Trailer or Concessionaire operating on publicly or privately owned property in the City of Grand Rapids.
- **Hours of permitted operation:**
- 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, meters may be hooded through the Parking Services Hooded Meter program 616-456-3755 or fed onsite.
- Industrial Zones – 24 hours
- As part of a special event – requires the approval of the event organizer and through the City’s Office of Special Events: [Special Event Planning and Resource Guide](#)
- On private property – requires a Private Property Event Permit (EVT) through the City’s Planning Department: apply [here](#)
- Step one is to apply with the City Clerk’s office. Applications can be submitted online at <https://www.grandrapidsmi.gov/Business/Licensing/Apply-for-a-Mobile-Food-Vendor-Truck-License>. More details for application process below.
- Step two is to apply for an operational permit through the Grand Rapids Fire Department, schedule an inspection, and attend a Fire Safety training class.
**Contact Lisa Smith at 616-456-3115 or lacosta@grand-rapids.mi.us
- Step three is to obtain a Food Permit through the Kent County Health Department (*evidence of permit and sticker must be provided to City Clerk’s office prior to license issuance*).
- Step four is to contact either the Parks Department or Parking Services as needed to obtain permits for set-up locations.

CHECKLIST

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| <input type="checkbox"/> | Completed Food Truck Application (part I and II). |
| <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"/> | Signed affidavit of indemnity. |
| <input type="checkbox"/> | Non-refundable application fee. |
| <input type="checkbox"/> | Copy of Kent County Health Department License or equivalent license issued in the State of Michigan (<i>evidence of permit and sticker must be provided to City Clerk’s office prior to license issuance</i>). |
| <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.”