

Date Submitted - _____

DRC Application Checklist
Food Truck Vendor Requirements

Business Name - _____

Applicant - _____

- 1. The name, mailing address, physical address, telephone number(s), and email address of the applicant(s). A copy of a photo ID (e.g. driver's license, passport, or similar)
- 2. A valid copy of Lease(s) or Letter(s) of consent from property owners for each private site.
- 3. Proof of a valid insurance policy that provides minimum liability coverage of \$300,000.00 per mobile food vehicle, with the city named as an additional insured. Additionally, proof of a valid vehicular insurance policy shall be provided to the City.
- 4. A written indemnity agreement that will hold harmless the city, its officers, and employees, for any loss or liability or damage, including costs, for bodily injury or property damage sustained by a person as a result of the negligent installation, use, or maintenance of a permitted space.
- 5. A food vending permit from the Mississippi Department of Health for the Mobile Food Vehicle. MSDH Food Safety – ph. 601-516-7689
- 6. An accurate description of the Mobile Food Vehicle. Photographs of all sides of the mobile food vehicle and each associated accessory device and/or signage.
- 7. A Site Plan including: photos of the site and a detailed layout noting truck orientation and service plan is required for each private site.
- 8. A valid privilege license. All food trucks shall be issued a state tax number by the Mississippi Department of Revenue designating them as a City of Biloxi business.
- 9. A list of products to be sold.
- 10. Has the applicant or any person who will have responsibility for operations of the mobile food vehicle ever been ticketed for improper conduct in the food service business by any governmental agency?
Yes No If Yes, please supply all documentation, dates, jurisdiction, court, and disposition of all misdemeanors and violations directly or indirectly related to food, food permit operations, and/or business operations, related to the applicant or any principal of the applicant.

Applicant's Signature _____