



# Quick Reference Guide to Chapter 844 Mobile Food Vehicle Vendors

City of Centerville, Ohio

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This guide is intended for those interested in operating a food vending vehicle on public streets within the corporation limits of the City of Centerville, Ohio. As defined by the City of Centerville, a Mobile Food Vehicle is:

“A commercially manufactured, self-contained, motorized vehicle, including vehicle-towed trailers and food carts, which vehicles are currently licensed by the Ohio Department of Motor Vehicles in which ready-to-eat food is cooked, wrapped, packaged, processed or portioned for service, sale or distribution.”

Provided below are guidelines to be followed while operating within the city limits. **The information contained below, however, is not a substitute for the rules and regulations as adopted by City Council in accordance with Chapter 844 “Mobile Food Vehicle Vendors” of the codified ordinances of the City of Centerville.** A Mobile Food Vendor may operate on private property in accordance with Article 9.05(A)(10)(d) of the Unified Development Ordinance.

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## License Required

- Issued by the City Manager
- Annual Fee = \$50
- Expires April 1st each year
- Non-transferable
- Valid for one (1) vehicle only
- License displayed on Vehicle at all times

Operator shall maintain a valid driver’s license and motor vehicle registration.

Operator shall furnish and maintain proper liability insurance coverage of not less than \$1,000,000 per occurrence.

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## General Obligations

**-DO NOT** impede traffic

A mobile food vehicle may operate in the public right-of-way provided it:

**-DOES NOT** operate on a street designated as a Thoroughfare Street

**-DOES NOT** operate outside the hours of 11:00 a.m. to 8:30 p.m.

**-DOES NOT** operate farther than twelve inches (12”) from the curb

**-DOES NOT** operate without continuously flashing lights while parked or stopped

**-DOES NOT** emit sound in excess of the limits as defined in Article 9.53(A)(1)(i) of the Unified Development Ordinance

**-DOES NOT** remain stationary in one location in excess of one (1) hour while operating for sales purposes

# Mobile Food Vehicle Vendor License Checklist

- Completed Application (signature must be notarized)
- Copy of Valid Driver's License for owner and all operators
- Transient Vendor's Sales Tax Certificate – Issued by the Ohio Department of Taxation

**This requirement has been waived because the applicant states that they do not sell any taxable items.**

**Signature of Applicant:** \_\_\_\_\_

- Copy of Current Food Service Operators License – Issued by Ohio Department of Health/County (Copy front and back)
- Copy of Valid Ohio Department of Motor Vehicle Registration
- Proof of Insurance Required:

(1) **Commercial General Liability Insurance**, including products-completed operations, bodily injury, property damage, and personal & advertising injury with limits not less than one million dollars (\$1,000,000) per occurrence. The policy shall cover the City of Centerville, its officials, employees and volunteers as additional insureds. Such coverage shall be primary and noncontributing as respects the City of Centerville, its officials, employees and volunteers. The policy shall further provide that it may not be canceled except upon thirty days written notice served upon the City Manager.

(2) **Automobile Liability Insurance** with limits not less than one million dollars (\$1,000,000) per accident for bodily injury and property damage. The policy shall further provide that it may not be canceled except upon thirty days written notice served upon the City Manager.

A license issued pursuant to the provisions of this section shall be invalid at any time the insurance required herein is not maintained and evidence of continuing coverage is not filed with City Manager.

- License Fee (\$50)



# City of Centerville Mobile Food Vendor Application

**Office Use Only**  
**Non-Refundable Fee - \$50.00**

License No.: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_  
 Expires APRIL 1 (Year): \_\_\_\_\_

INFORMATION CONTAINED IN THIS LICENSE APPLICATION IS SUBJECT TO DISCLOSURE AS A MATTER OF PUBLIC RECORD.

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**Any false statement made or given in this application or violation of requirements for  
Mobile Food Vendors may result in denial of the operating decal issued thereunder.**

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**APPLICANT INFORMATION:**

Check One: New ( ) Renewal ( )

Full Name: \_\_\_\_\_  
(Please Print) (Last) (First) (Middle)

Residence: \_\_\_\_\_  
(Number, Street) (City, State) (Zip)

Home Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State: \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_

OR Are you a foreign national with work authorization? \_\_\_\_\_

**BUSINESS INFORMATION:**

Business Name: \_\_\_\_\_

Tax ID # \_\_\_\_\_ Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

**VEHICLE INFORMATION:**

Model: \_\_\_\_\_ Make: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ State \_\_\_\_\_

Vehicle Identification Number: \_\_\_\_\_

**NOTE: Reverse side must be signed, dated, and notarized.**

**CORPORATE OFFICERS (attach additional sheets if necessary) :**

1. \_\_\_\_\_  
Name Title Date of Birth

Home Address City/State /Zip Code

2. \_\_\_\_\_  
Name Title Date of Birth

Home Address City/State /Zip Code

In accordance with Centerville Municipal Code Sections 844.03(c) and (d), the applicant hereby agrees to hold harmless the City and its officers and employees, and shall indemnify and hold harmless the City and its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under terms of the license. Vendor shall furnish and maintain the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of its activities pursuant to the license granted herein. (1) Commercial general liability insurance, including products-completed operations, bodily injury, property damage, and personal & advertising injury with limits not less than one million dollars (\$1,000,000) per occurrence. (2) Automobile liability insurance with limits not less than one million dollars (\$1,000,000) per accident for bodily injury and property damage. The policies shall further provide that they may not be cancelled except upon thirty days written notice served upon the City Manager. A license issued pursuant to the provisions in Centerville Municipal Code Section 844.03 (c), shall be invalid at any time the insurance required herein is not maintained and evidence of continuing coverage is not filed with the City Manager.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STATE OF OHIO, COUNTY OF MONTGOMERY:**

(Applicant) \_\_\_\_\_, being duly sworn, deposes and says he/she is the individual making the application; that he/she is knowledgeable with respect to that which is to be licensed; that the answers to the foregoing questions and other statements contained herein are true to his/her knowledge and belief; and that the applicant agrees to hold harmless the City, its officers and employees; and applicant further agrees to indemnify and hold the City of Centerville, its officers and employees, harmless from any claims for damages to property or injury to persons which may be occasioned by any activity carried on under terms of the license.

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

License is valid for the vehicle listed on this application.  
License is non-transferable without the written approval of the City Manager.

**FOR OFFICE USE ONLY:**

City Manager or his/her Designee: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_