

Office of the MPC

505 Travis Street | Suite 440 | Shreveport, LA | 71101
 318-673-6480 | fax 318-673-6461

FOOD TRUCK VENDOR'S LICENSE APPLICATION (CONTINUED)

4. REQUIRED ATTACHMENTS		TO BE COMPLETED BY STAFF
<ul style="list-style-type: none"> • Photograph of Vehicle/Trailer. A photo of the mobile food truck indicating the dimensions. No food truck or food trailer can exceed 26 feet in length or 8 feet in width. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Valid Vehicle Registration. A copy of the food truck and trailer's valid registration with their corresponding State's Department of Motor Vehicles. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Vehicle Insurance. A copy of automobile insurance for the mobile food truck, providing insurance coverage for any auto mobile accident that may occur while driving on the road. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Health Unit Permit. All approvals, inspections, and certificates required by the State Department of Health and Hospitals. For questions regarding the State Health requirements, please call 318-676-5222. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Shreveport Sales and Use Tax Commission. Copy of Certificate of registration with Caddo-Shreveport Sales and Use Tax Commission. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Louisiana Department of Revenue & Taxation. Copy of registration information with the Louisiana Department of Revenue & Taxation. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Commercial General Liability Insurance. A copy of your commercial general liability insurance coverage policy with liability coverage of at least \$500,000, providing insurance coverage for any accident that may occur while selling your food and conducting your business private property and within the City's public rights-of-ways. This coverage must be valid at the time of application and throughout the year when the permit is valid. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Hold Harmless Agreement. Executed by the applicant. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Home-Based Business/Certificate of Occupancy. A copy of a home-based business certificate of occupancy. If the food truck is associated with an existing food establishment, the food establishment's certificate of occupancy may be used. (Note: No Home-Based Business/Certificate of Occupancy is required if the Applicant's business address is located outside of the City of Shreveport.) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Occupational License. Copy of occupational license or a certificate of exemption if exempt. (Note: No Occupational License is required if the Applicant's business address is located outside of the City of Shreveport.) 	<input type="checkbox"/>	<input type="checkbox"/>
5. REQUIRED INSPECTIONS / FORMS		TO BE COMPLETED BY STAFF
<ul style="list-style-type: none"> • Fire Department Inspection. Shreveport Fire Department will inspect all vehicles after applications are submitted. For questions regarding Fire requirements, see SFD Food Truck Requirement Checklist. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Property Owner Permission Form. The food truck and trailer operator shall obtain the property owner's written permission to utilize the property for food truck and trailer operations prior to commencement of business and shall present a copy of such written permission upon request. An agreement must be provided for each location of operation. 	<input type="checkbox"/>	<input type="checkbox"/>
6. ACKNOWLEDGEMENTS		
<p>I certify that the above information is true and correct to the best of my knowledge. I understand that the Office of the Metropolitan Planning Commission or the City of Shreveport is authorized to suspend or revoke a Food Truck Vendor's License issued under the provisions of its Unified Development or City Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of Shreveport Unified Development, the Shreveport City Code, the International Building Code or International Fire Code as adopted by the City of Shreveport. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of Shreveport ordinances and State of Louisiana Revised Statutes. I understand that I must report any change in business ownership, operation, and/or address immediately.</p>		
Signature:	Date:	