

Metropolitan **Planning** Commission

City of Shreveport | Caddo Parish

Food Truck Vendor's License Application

Instructional Packet for Food Truck and Trailer Vendors
(Revised November 20, 2023)



CITY OF SHREVEPORT
UNIFIED DEVELOPMENT CODE

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

www.shreveportcaddompc.com

Office of the MPC

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

CHECKLIST AND GUIDELINES

This guide tells you which forms you need to fill out, offices you need to visit, and decisions you need to make.



Get Going

The following list provides information that will be necessary to accomplish other required steps. It is imperative that you begin the process as early as possible.

- **Obtain Federal Tax ID Number**
Apply for an Employer Identification Number (EIN), also known as a Federal Tax ID Number from the IRS. You may visit the IRS website to apply online.
The Federal Tax ID Number is not required if you operate a sole proprietorship or an LLC with no employees, in which case your social security number can be used as a Federal Tax ID Number, but you must obtain a Federal Tax ID Number if you are a sole proprietor who files pension or exercise tax returns.
- **Obtain an Occupational License**
Apply for an [Occupational \(Business\) License](#) from the City of Shreveport, Office of Finance. They may be reached at 318-673-5500. If you plan to expand your services, such as having employees, other permits may be required.
- **Obtain a Health Certificate**
Apply for a Health Certificate from the Caddo Parish Health Unit. They may be reached at 318-676-5222.
- **Obtain a Food Truck and Trailer Vendor's License**
Apply for a Food Truck and Trailer Vendor's License from the Shreveport-Caddo Metropolitan Planning Commission (MPC). They may be 318-673-6480.



Read

Reading up on these materials will prepare you for opening your mobile food vending business.

- Review the City of Shreveport's Unified Development Code to better understand the operational use requirements for a Food Truck and Trailer Vendor doing business on private property within the City of Shreveport.
- Review the City of Shreveport's Code of Ordinances to better understand the operational requirements for a Food Truck and Trailer Vendor doing business within the City's public rights-of-way or on City-owned property.
- Review the City of Shreveport's [Business Startup webpage](#) to make sure your business is in compliance.
- Review the MPC's fee worksheet for any required fees associated with obtaining a Food Truck and Trailer Vendor License.
- Read the Louisiana's Department of Health [Food Safety Certification Information](#).



Visit

Talking to people at these offices will help you figure out what you need.

City of Shreveport

Office of Finance / Revenue Division
505 Travis Street, Suite 640
Shreveport, LA 71101
Phone: (318) 673-5500

**Caddo-Shreveport Sales
and Use Tax Commission**

3300 Dee Street
Shreveport, LA 71105
Phone: (318) 865-3312

Shreveport-Caddo MPC

Office of the MPC
505 Travis Street, Suite 440
Shreveport, LA 71101
Phone: (318) 673-6480

Caddo Parish Health Unit

1035 Creswell Avenue
Shreveport, LA 71101
Phone: (318) 676-5222

Office of the MPC

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CHECKLIST AND GUIDELINES (CONTINUED)



Get Licensed

- Register your business with the City, Parish and State.
 - **Internal Revenue Service (IRS)**
Obtain a Federal Tax ID (FEIN)
Phone: **(318) 869-6310**
(800) 829-4933

www.irs.gov
 - **Caddo/Shreveport Sales & Use Commission**
Phone: **(318) 865-3312**
Fax: **(318) 865-1838**

www.caddosalestax.org
www.laota.com
 - **State of Louisiana - Department of Revenue - Sales Tax Division**

www.revenue.louisiana.gov
- Apply for an Occupational (Business) License from the City of Shreveport Finance Department. For applications for occupational licenses and other information on [occupational license tax](#), contact the Finance Department at **(318) 673-5500**.
- Visit the Caddo Parish Health Unit to apply for your Health Certificate and other licenses or permits you may need, based on your operations. For more information, contact their office at **(318) 676-5222**.
- Apply for a Food Truck and Trailer Vendor's License at the Office of the Metropolitan Planning Commission. Visit their [website](#) or contact them for more information at **(318) 673-6480**.



Open Your Business

- Connecting with people will be the key to your success. Network with event planners, join your local Chambers of Commerce, or get a booth at a fair or farmers market.
- Social media marketing can be effective method for getting the word out. Start a Facebook or Yelp page for your business, and consider using other platforms such as Instagram or Twitter to showcase your work.



Location Requirements

- All food truck and trailer vendors shall only operate in allowable zoning districts as indicated on the Use Matrix in Article 5 of the Shreveport Unified Development Code.
- Food truck and trailer vendors shall only be located on property where an existing, permanent business operates in a building with a valid Certificate of Occupancy.
- Food truck and trailer vendors may conduct business within the City's public right-of-way provided they operate per the requirements of Chapter 42 of the Shreveport City Code.
- Food truck and trailer vendors must be located at least 100 feet from the main entrance to any eating establishment or similar food service business, 100 feet from any outdoor dining area and 50 feet from any permitted food vending cart location.
- Food truck and trailer vendors shall not conduct business on a vacant or abandoned lot.
- The maximum number of food trucks per lot is:
 - 2 on lots of one-half acre or less
 - 3 on lots between one-half acre and 1 acre
 - 4 on lots greater than 1 acre.
- Five (5) or more food truck and trailer vendors are only allowed to operate on a single lot if operating within an approved Food Truck Park or operating under an approved Special Event.

Office of the MPC

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CHECKLIST AND GUIDELINES (CONTINUED)



Operational Guidelines

A Food Truck and Trailer Vendor's License shall be required to conduct business within the City of Shreveport and shall comply with all zoning and operational requirements as established by this Code, as well as all other applicable ordinances, statutes, rules and regulations of the City of Shreveport and State of Louisiana, unless otherwise exempt.

Standards and Limitations

- No food and trailer vendor shall sell goods, wares, or other items of merchandise other than food or drink. Sale of alcoholic beverages is prohibited.
- All food truck and trailer vendors must park on a durable all-weather material, such as concrete or asphalt, or on an improved surface as approved by the Executive Director or Zoning Administrator.
- Food truck and trailer vendors shall be secondary to an existing primary use on the property.
- Any food truck and trailer and its associated seating, if any, must not occupy parking spaces required to fulfill the minimum requirements of the principal use, unless the principal use's hours of operation do not coincide with those of the food truck and trailer business.
- Food truck and trailers must not occupy or prevent access to any handicapped accessible parking.
- Any food truck and trailer and its associated seating, if any, must not occupy parking spaces that may be leased to other businesses and uses to fulfill their minimum parking requirements.
- Any associated outdoor seating must be removed after operating hours and must not be stored, parked, or left overnight on any public street or sidewalk.
- Connection to City water services shall not be permitted unless approved by the City Engineer. Any unauthorized connection to the water system in conjunction with the operation of a food truck and trailer vendor in any way is strictly prohibited and is unlawful. Any such violation will be investigated and may be the cause for revoked licenses or denied license renewal.
- Under no circumstances can liquid waste or grease be released or disposed of in tree pits, storm drains or onto the sidewalks, streets, or other public space. If at any time evidence of the improper disposal of liquid waste or grease is discovered, the food truck and trailer vendor license will be revoked and the food truck and trailer vendor will be required to cease operation immediately. The operator of the food truck and trailer business may be punished for such a violation.
- Food trucks and trailers shall be located at least ten (10) feet from the edge of any driveway or public sidewalk, handicapped ramp, building entrances and exit, emergency access/exit way, fire lane, or emergency call box and must not locate within any area of the lot that impedes, endangers, or interferes with pedestrian or vehicular traffic.
- Food Truck and Trailer vendors shall not use a hibachi, grill, or other similar device for cooking, heating, or any other similar purpose within ten (10) feet of any building or building overhang.
- Food trucks and trailers must be located a minimum distance of fifteen (15) feet in all directions of a fire hydrant and any fire department connection, utility box or vault.
- All food truck and trailer vendor's amenities, including but not limited to restrooms, tables, chairs and shade structures and other site improvements shall be identified on the Food Truck and Trailer Vendor's License application and shall be in accordance with this Code.
- The food truck and trailer vendor is responsible for the proper daily disposal of waste and trash associated with the operation and shall be equipped with a portable trash receptacle placed near the unit. City trash receptacles are not to be used for this purpose. The vendor must keep all areas within 25 feet of the food truck and trailer any associated seating area clean of grease, trash, paper, cups or cans

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CHECKLIST AND GUIDELINES (CONTINUED)

Standards and Limitations (continued)

- With the exception of any associated outdoor seating areas, all equipment required for the operation must be contained within, attached to or within five (5) feet of the food truck and trailer and all food preparation, storage, and sales/distribution made in compliance with all applicable County, State and Federal Health Department sanitary regulations.
- A drive through is not permitted in conjunction with any food truck and trailer vendor.
- No signage shall be allowed other than signs permanently attached to the food truck or trailer and one (1) portable menu sign with a changeable face no more than six (6) square feet in display area on the ground in the customer waiting area.
- Each food truck vendor must report to its designated commissary at least once a day for food, supplies, cleaning, and servicing and as required by the Caddo Parish Health Unit.
- No food truck and trailer may be used for living, sleeping, or housekeeping purposes in any district.
- All food truck and trailers must be maintained in mobile condition. No food truck and trailer may be parked or stored in such manner as to create a dangerous or unsafe condition on the lot where it is parked or stored.
- Nothing provided herein shall exempt or preclude compliance with all other provisions of the Shreveport City Code, International Building Code, or other requirements (e.g. Fire Department) to protect health, safety and general welfare.



Storage of Food Truck and Trailers

- No food truck and trailer may be stored within a residential driveway within the front or corner side yard.
- Food truck and trailers may be stored in a residential district either within a fully enclosed structure or within the interior side yard behind the front building line or rear yard. If stored in the interior side or rear yard, the food truck and trailer must be located at least five feet from any lot line and screened from view from any public right-of-way, excluding alleys, by a solid fence or wall. If the food truck and trailer is screened by an existing structure or landscape so that it is not visible from the public right-of-way, excluding alleys, it is considered to have met these requirements. Temporary storage tents for food truck and trailers are prohibited.



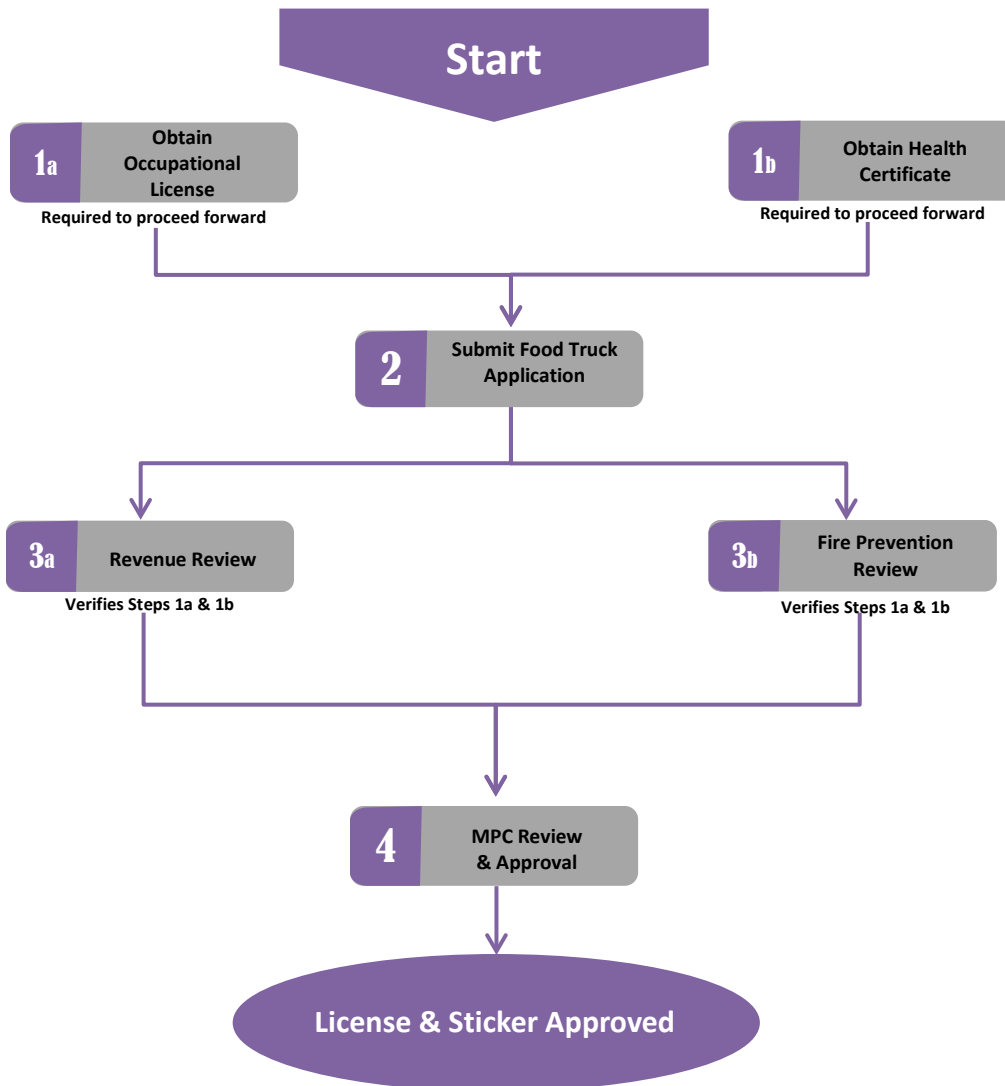
Violations, Suspension / Revocation, and Enforcement

- The Zoning Administrator or Executive Director is authorized to revoke a Food Truck and Trailer Vendor's License, as well as issue any zoning violations to the property owner to which the food truck and trailer vendor is operating, if he or she determines that the vendor's operations are violating any of the zoning and operational requirements as established by this Code.
- Authorized personnel from the City's Revenue Division may revoke a Food Truck and Trailer Vendor's License if he or she determines that the vendor's operations are violating any applicable ordinances, statutes, rules and regulations of the City, Parish and State of Louisiana.
- Authorized personnel from the Shreveport Police Department may issue citations if he or she determines that the vendor's operations are violating any applicable ordinances, statutes, rules and regulations of the City of Shreveport.
- Any Food Truck and Trailer Vendor's License will become void if the vendor's health permit has been suspended or revoked.
- The City Engineer, in accordance with Shreveport City Code, is authorized to discontinue water service to any property in violation of unauthorized connection to the sewer system and/or unauthorized dumping of grease into the sanitary sewer system.

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APPLICATION PROCESS



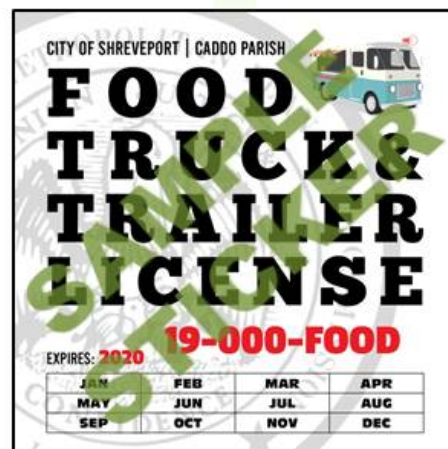
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FOOD TRUCK STICKER LOCATION



A food truck license sticker will be issued once the food truck application is approved. The sticker must be placed in the bottom right corner of the food truck service window as shown in this image.



Food Truck Vendor's License Application

Revised 11.20.2023

1. BUSINESS INFORMATION			
<i>Trade Name (dba):</i>	<i>Website:</i>		
<i>Legal Name:</i>			
<i>Business Address /Business Location:</i>	<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Mailing Address:</i>	<i>Phone Number:</i>		
<i>Commercial Insurance Carrier:</i>	<i>Expiration Date:</i>		
<i>Sales & Use Tax ID Numbers (Caddo/Shreveport):</i>	<i>Sales & Use Tax ID Numbers (Louisiana):</i>		
2. APPLICANT PRIMARY CONTACT INFORMATION			
<i>Applicant's Name:</i>			
<i>Applicant's Address:</i>	<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Email:</i>	<i>Phone Number:</i>		
3. VEHICLE AND/OR TRAILER INFORMATION			
<i>Vehicle Type:</i> <input type="checkbox"/> Self-Propelled <input type="checkbox"/> 5th Wheel Tow <input type="checkbox"/> Bumper Tow <input type="checkbox"/> Other (please specify) _____			
<i>Vehicle/Trailer Make:</i>	<i>Vehicle/Trailer Model:</i>	<i>Vehicle/Trailer Year:</i>	
<i>Vehicle Length:</i>	<i>Vehicle Width:</i>	<i>Vehicle Height:</i>	<i>Number of Axels</i>
<i>Will propane (LPG) tanks be used?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If yes, how many tanks?</i>	<i>Tank Size:</i>
<i>Will Generator be used?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Is Cooking Hood System installed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>What type(s) of fuel does appliance(s) use?</i> <input type="checkbox"/> Electric <input type="checkbox"/> Gas	
<i>What type of appliance(s) will be used?</i> <input type="checkbox"/> Deep Fryer <input type="checkbox"/> Griddle <input type="checkbox"/> Stove <input type="checkbox"/> Other (Describe): _____			
<i>Name of Person or Entity Listed on Vehicle Registration:</i>			
<i>Vehicle Registration Number:</i>	<i>Expiration Date:</i>	<i>License Plate:</i>	
<i>VIN:</i>			
<i>Vehicle Insurance Carrier:</i>	<i>Policy Number:</i>	<i>Expiration Date:</i>	
4. 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>			
<i>Signature:</i>			<i>Date:</i>

Food Truck Vendor's License Application

Revised 11.07.2023

1. 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"/>
2. 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"/>
3. 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:

HOLD HARMLESS AGREEMENT CITY OF SHREVEPORT FOOD TRUCK VENDOR'S LICENSE

WHEREAS, the undersigned has made application for a Food Truck Vendor's License in the City of Shreveport,

NOW, THEREFORE, in consideration of the privileges and license granted by the City of Shreveport the undersigned hereby agrees to indemnify and hold harmless the City of Shreveport, its elected officials, officers, employees, and agents from and against any and all claims, demands, suits, judgements, and sums of money to any party accruing against the City of Shreveport, its elected officials, officers, employees and agents for loss of life or injury or damage to persons or property arising out of or in connection with the operations or licensing of the undersigned.

This agreement executed this _____ day of _____, 20_____.

FOOD TRUCK VENDORS:
<i>Signature:</i>

OWNER'S AUTHORIZATION LETTER

Food Trucks: Please use this form for all private properties to which you plan on conducting business.

To the Office of the Metropolitan Planning Commission:

I/we, the undersigned, hereby certify that I/we am/are the owner(s) of the above described property and have given the consent to _____, its employees, or agents to use my property located at _____ in the City of Shreveport, Louisiana exclusively for the purpose to set up and operate a food truck/trailer on my/our property. Consent is revocable in the event the property is sold, under new management or the user fails to meet any agreed upon terms or conditions.

This agreement executed this _____ day of _____, 20____.

1. FOOD TRUCK AND TRAILER INFORMATION	
<i>Name of Mobile Food Truck Using Property:</i>	
<i>Contact Name:</i>	<i>Phone:</i>
<i>Signature:</i>	
2. PROPERTY OWNER/MANAGER INFORMATION	
<i>Property Owner's Name:</i>	
<i>Address:</i>	<i>Phone:</i>