

**D. Food Truck Vendor**

~~These regulations are intended to allow for food truck vendors to operate within the City of Shreveport on private property and City-owned property for a limited period of time. This section does not apply to sidewalk vendors, which require appropriate Caddo Parish Public Health Unit permits and sidewalk vendor permits, which are permitted through the Downtown Development Authority. Food truck vendors operating within the public right-of-way require a food truck license and must comply with the operational requirements in this section and Chapter 42 of the Shreveport City Code. Food trucks require approval of a temporary use permit.~~

**1. Required Permits, Inspections, and Fees**

- ~~a. Application for a food truck vendor's license required by this section must be made to the Director of Finance at least ten days prior to beginning operations. The application must be in the form of an affidavit stating the full name and address of the food truck vendor, the location of his principal office and place of business, the names and addresses of its officers if it is a corporation, and the partnership name and the names and addresses of all partners if it is a partnership. Before any license is issued, the application must be accompanied by:~~
- ~~i. A statement showing the kind and character of the food and beverages to be sold or offered for sale.~~
  - ~~ii. A photograph and description of the vehicle, including license number, make, model, dimensions, and a description of all attachments such as canopies and shelves.~~
  - ~~iii. A certified copy of the charter if the food truck vendor is a corporation incorporated under the laws of the state.~~
  - ~~iv. A certified copy of its permit to do business in the state if the food truck vendor is a corporation incorporated under the laws of some state other than Louisiana.~~
  - ~~v. A certificate showing the food truck vendor is registered with the Caddo-Shreveport Sales and Use Tax Commission.~~
  - ~~vi. A copy of the food truck vendor's permit from the Caddo Parish Health Unit.~~
  - ~~vii. A copy of the food truck vendor's occupational license or a certificate of exemption if exempt.~~
  - ~~viii. Written proof of the food truck vendor's permission to use the private property on which he will operate, unless the business will be conducted only on public streets.~~
  - ~~ix. A certificate of insurance evidencing required insurance.~~
- ~~b. All required licenses and permits must be displayed in a location that is easily viewable by the public.~~
- ~~c. All food truck vendors must obtain all applicable permits and inspections from the Caddo Parish Health Unit.~~
- ~~d. All food truck vendors on private property and City-owned property require a food truck vendor's license, unless exempt as follows:~~
- ~~i. For areas within the City of Shreveport, a food truck vendor operating on the premises of a special event in a city-owned building or on city-owned property, for which a sponsor or promoter has paid an occupational license under section 86-30 of the Shreveport City Code, or when the sponsor or promoter is exempt from the payment of an occupational license tax.~~
  - ~~ii. A food truck vendor operating on the premises of fairs and festivals sponsored by non-~~

~~profit organizations.~~

~~iii. For areas within the City of Shreveport, a food truck vendor operating on the premises of a special event held at least six times a year including, but not limited to, gun shows, arts and crafts fairs, antique shows, flea markets, and vendor markets, for which a sponsor or promoter:~~

~~(A) Has paid an occupational license tax under section 86-30 of the Shreveport City Code.~~

~~(B) Owns the premises or has a lease for a duration of at least one year.~~

~~(C) Has obtained a certificate of occupancy for the premises.~~

~~(D) Has provided all vendors with applications and notice of the requirement to register with the Caddo-Shreveport Sales and Use Tax Commission and to collect and remit sales tax, and has provided the commission with the name, permanent address and telephone number of all vendors.~~

~~e. Food truck vendors operating under an approved temporary use permit issued for a special event.~~

~~f. The fee for a food truck vendor's license is determined by the Director of Finance. The license will expire one year from the date on which it was issued.~~

**2.—Operational Requirements**

~~a. All food truck vendors must park on an improved surface.~~

~~b. No food truck vendor may be located on private property or a vacant lot unless granted written permission by the property owner.~~

~~c. All food truck vendors must provide self-closing lidded trash receptacles. The trash receptacle must be placed outside next to the unit for use by patrons of the unit. The area around the unit must be kept clean and free from litter, garbage, and debris.~~

~~d. All food truck vendors must provide fire prevention tools as required by the Fire Department.~~

~~e. 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.~~

~~f. No outside seating is permitted.~~

~~g. Food truck vendors must be removed from approved locations daily unless otherwise approved as part of the temporary use permit.~~

~~h. No person may sleep overnight in a food truck vehicle.~~

~~i. Each food truck vendor must execute a hold harmless agreement in a form approved by the City Attorney.~~

~~j. Any unauthorized connection to the water system and/or unauthorized dumping of grease into the sanitary sewer system in conjunction with the operation of a food truck vendor in any way is strictly prohibited and is unlawful.~~

~~k. Electrical services may be provided for a food truck vendor by either:~~

~~i. A temporary service or other connection provided by an electric utility.~~

~~ii. An onboard generator.~~

- ~~l. The noise level of mechanical equipment or outside sound equipment used in association with a mobile food establishment may not exceed 70 decibels when measured at the property line that is across the street from or abutting a residential use.~~
- ~~m. The use of portable generators to supply electricity to a food truck vendor is prohibited.~~
- ~~n. No food truck vendor may operate within a fire lane.~~

**S. Food Truck and Trailer Vendor**

These regulations describe what is allowed, what is required and where a food truck and trailer vendor is allowed to operate, with proper zoning and operations permits, within the City of Shreveport. These regulations are aimed to help foster an aesthetically appealing streetscape and help reduce potential dangerous traffic conditions, all for the promotion and protection of the public health, safety, and welfare.

**1. Food Truck and Trailer Vendor's License**

- a. 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 exempt as follows:
  - i. Food truck and trailer vendors operating on private or City-owned property under an approved special event permit such as a fair, carnival, festival, or similar transitory gathering, for which a sponsor or promoter has paid an occupational license tax or when the sponsor or promoter is exempt from the payment of an occupational license tax.
  - ii. Food truck and trailer vendors operating on private or City-owned property under an approved special event permit sponsored by nonprofit organizations for any religious, charitable, patriotic, educational or philanthropic event, lasting four (4) days or less in duration.
  - iii. Food truck and trailer vendors operating on private or City-owned property under an approved special event permit held at least six (6) times a year for any for-profit event, including but not limited to festivals, gun shows, arts and crafts fairs, antique shows, flea markets, vendor markets or other similar transitory gathering, for which the sponsor or promoter:
    - (1) Has paid an occupational license tax under the requirements of the Shreveport City Code;
    - (2) Owns the premises or has a lease thereof for at least one year;
    - (3) Has obtained a certificate of occupancy for the premises or special event permit; and
    - (4) Has provided all vendors with applications and notice of the requirement to register with the Caddo-Shreveport Sales and Use Tax Commission and to collect and remit sales tax, and has provided the Commission with the contact information of all vendors.
  - iv. Sales of seasonal products such as, but not limited to, crawfish sales or portable beverage service facilities, operating at a permanent location under an approved temporary use permit.
  - v. Catering of a private event with the express written consent of the property owner.
- b. The Office of the Metropolitan Planning Commission, along with the City's Revenue Division, shall develop a food truck and trailer application packet which combines land use and zoning requirements, as well as all other applicable ordinances, statutes, rules and regulations of the City, Parish and State of Louisiana as the Zoning Administrator may require.
- c. All Food Truck and Trailer Vendor's License requests shall be referred to the Caddo Parish Health Department, City's Finance Department, Police Department, Public Works Department, and/or Fire Prevention for review prior to approval, as applicable.

- d. A food truck and trailer vendor's license shall be displayed on the food truck and trailer vendor's vehicle at all times in a conspicuous place where it can be readily viewed by the general public.
- e. The food truck and trailer operator shall obtain the property owner(s), or an authorized agent or representative, 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.
- f. A food truck and trailer vendor's license is required to be renewed annually.

**2. Zoning and Location Restrictions**

- a. Unless otherwise exempt from the requirements of this Article, a food truck and trailer vendor shall only operate in allowable zoning districts as indicated on the Use Matrix in Article 5 of this Code.
- b. Food truck and trailer vendors shall only be located on property where an existing, permanent business operates in a building with a certificate of occupancy.
- c. 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.
- d. A property owner can allow multiple mobile food vehicles to occupy their lot at the same time. The maximum number of food trucks per lot is limited as follows:
  - i. Maximum of 2 food truck and trailer vendors on lots of one-half acre or less;
  - ii. Maximum of 3 food truck and trailer vendors on between one-half acre and 1 acre;
  - iii. Maximum of 4 food truck and trailer vendors on greater than 1 acre.
- e. Five (5) or more food truck and trailer vendors are only allowed to operate on a single lot if:
  - i. Operating under an approved Food Truck Park and shall comply with the use requirements and restrictions for Food Truck Parks.
  - ii. Operating under an approved Temporary Use Permit issued for a Special Outdoor Event.
  - iii. Operating under an approved Special Event permit such as a fair, carnival, festival, or similar transitory gathering issued by the City.
- f. 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, as measured from the designated location on the lot accommodating the food truck.
- g. Food truck and trailer vendors shall not conduct business on any property zoned for or occupied by a single-family or two family residence, unless they are operating as part of:
  - i. the catering of a private event;
  - ii. the service to an active construction site;
  - iii. a Special Event on the property of a school; or
  - iv. a Special Event for any City-recognized neighborhood/homeowner's association.
- h. Food truck and trailer vendors shall not conduct business on a vacant or abandoned lot.

**3. Operational Standards and Limitations**

- a. 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. Sale of alcoholic beverages is prohibited.
- b. All food truck and trailer vendors must park on a durable all-weather material, such as concrete or asphalt.
- d. Food truck and trailer vendors shall be secondary to an existing primary use on the property.
- e. Any food truck and trailer and its associated seating, if any, shall 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. Likewise, any food truck and trailer and its associated seating, if any, shall not occupy parking spaces that may be leased to other businesses and uses to fulfill their minimum parking requirements.
- f. 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.
- g. Food truck and trailers must not occupy or prevent access to any handicapped accessible parking.
- h. 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.
- i. 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 issued a citation for such a violation.
- j. 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.
- k. There shall be no restriction of visibility area sight distance at any driveway or intersection.
- l. 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.
- m. 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.
- n. All food truck and trailer vendors, 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.
- o. The food truck and trailer vendor is responsible for the proper disposal of waste and trash associated with the operation and shall be equipped with a portable trash receptacle placed near the unit that does not impede pedestrian or vehicular traffic. City trash receptacles are not to be used for this purpose. Vendors must remove all waste and trash from their approved location at the end of each day or as needed to maintain the health and safety of the public.

- p. With the exception for the trash and 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 Parish and State Health Department sanitary regulations.
  - q. 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.
  - r. A drive through is not permitted in conjunction with any food truck and trailer vendor.
  - s. 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.
  - t. 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.
  - u. No food truck and trailer may be used for living, sleeping, or housekeeping purposes in any district.
  - v. All food truck and trailers shall maintain compliance with the City's noise ordinance.
  - w. No lighting, except localized lighting that is used on or in the food truck for the purpose of inside food preparation and menu illumination.
  - x. A food truck shall be enclosed except for doors and windows, shall be constructed of high-quality materials, and shall be kept clean and in good repair
  - y. 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.
- 4. Storage of Food Truck and Trailers**
- a. No food truck and trailer may be stored within a residential driveway within the front or corner side yard.
  - b. 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.
- 5. Violations, Suspension/Revocation, and Enforcement**
- a. 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.
  - b. 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.

- c. 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.
- d. Any Food Truck and Trailer Vendor's License will become void if the vendor's health permit has been suspended or revoked.
- e. The City Engineer, in accordance with the 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.