



Vendor Vehicle License Application

George T. Darany, City Clerk

City of Dearborn, 16901 Michigan Ave. Ste. 11, Dearborn, MI 48126
Licensing: (313) 943-2015 Fax: (313) 943-2011

THINGS TO DO BEFORE APPLYING FOR YOUR LICENSE

1. Obtain Wayne County Health approval if you are selling prepared food (*not* pre-packaged food.)

Go to the Wayne County website for instructions and application.
<https://www.waynecounty.com/departments/hhvs/wellness/food-service-licensing.aspx>

2. Obtain General Liability Insurance with the City of Dearborn as Certificate Holder. (This is *not* the same as your vehicle insurance.)
3. Get a letter from the business that will give you permission to store your vehicle on their **Commercial property** (if vehicle is stored in the city of Dearborn.)
4. Make sure you have a Michigan Chauffeur's License (if vendor vehicle is over 10,000 lbs.)
5. Make an appointment with the Motor Carrier Officer for a vehicle inspection.

Motor Carrier Inspection at: **313 943-2294**
16099 Michigan Avenue – call regarding business hours

6. Schedule a Fire Inspection appointment at: **313-943-2884**

WHAT TO BRING TO THE CLERK'S OFFICE

- Business application filled out
- Copy of applicant's ID
- Signed acknowledgement of the City of Dearborn's Food Truck ordinance, Article VIIA
- A copy of your Wayne County Health Dept. food license
- A copy of the general liability insurance
- A copy of the vehicle registration & vehicle insurance
- A copy of the storage permission letter.
- A copy of the approved vendor vehicle inspection report (Motor Carrier Unit – Police)



Application for a Food Truck/Vendor Vehicle

George T. Darany, City Clerk
City of Dearborn, 16901 Michigan Ave. Ste. 11, Dearborn, MI 48126
313-943-2010

Existing Business
New Owner

New Business

_____ **Date of Application**

Name of Owner/Applicant: _____

Street address of Owner: _____

City, State, Zip: _____

Owner's phone number: _____

Email _____

Name of Business to be licensed: _____

Street Address of Business: _____

City, State, Zip: _____

Business phone number: _____

Description of Food Products being sold:

Commercial address where food vehicle will be stored after business hours:

CODE

TYPE OF LICENSE

FEE

87

Vendor Vehicle

\$

I HEREBY SWEAR OR AFFIRM THAT ALL STATEMENTS MADE HEREON ARE TRUE & CORRECT.

X

SIGNATURE OF OWNER/APPLICANT

ARTICLE VIIIA. FOOD TRUCKS

Sec. 12-250. - **Definitions.**

Food trucks, for the purpose of this article, shall include mobile food service establishments and special transitory food units.

Local Health Department shall mean the health department having jurisdiction in the city where the mobile food service establishment is based.

Mobile food service establishment shall mean a food service establishment operating from a vehicle or trailer which is not fully equipped for full food service and, therefore, must return to a licensed commissary at least once every 24 hours for servicing and maintenance (MCL 289.6135).

Special transitory food unit shall mean a temporary food service establishment licensed to operate without 14-day limits or a mobile food establishment that is not required to return to a commissary (MCL 289.6137). (Ord. No. 18-1613, 6-12-18)

Sec. 12-251. - **License required.**

It shall be unlawful for any food truck to operate in the City of Dearborn without first obtaining a food truck license from the city clerk.

(Ord. No. 18-1613, 6-12-18)

Sec. 12-252. – **Application, review, and inspection.**

1) The application for a food truck license shall include the following information:

- a. The name of the establishment or business; the establishment or business address, including county of location;
- b. The name of the establishment or business owner, the owner's address;
- c. A copy of the food service establishment license issued by the State of Michigan, Michigan Department of Agriculture and Rural Development, or successor agency.
- d. Proof of an insurance policy in an amount not less than \$100,000.00 for property damage and injuries, including injury resulting in death caused by the operation of the food truck.
- e. In addition to the application requirements under this subsection, each applicant must successfully pass review and inspection to ensure that they are in compliance with all relevant requirements of the fire prevention code.
- f. Annual administrative fee in the amount of 200.00.

2) Upon the filing of a completed application, the city clerk shall forward a copy of the application to the fire department to schedule an inspection of the food truck for compliance with the fire prevention code.

3) Filing an application for a food truck license shall constitute consent to inspection by the fire department for the purpose of ensuring compliance with the specific regulations of this article. During city business hours or at another mutually agreeable time, the applicant shall allow representatives of the fire department onto the food truck to complete inspection. This section shall be narrowly construed by the city to authorize reasonable inspections of the food truck pursuant to this article.

Sec. 12-253. - Renewal.

Food truck licenses must be renewed annually.

(Ord. No. 18-1613, 6-12-18)

Sec. 12-254. - Display of license.

The license issued to a food truck owner/operator by the city clerk shall be displayed in a **conspicuous location** whenever the food truck is open for business in the City of Dearborn.

(Ord. No. 18-1613, 6-12-18)

Sec. 12-255. - Restrictions.

(a) Food trucks shall not impede access to the entrance or driveway of any adjacent building.

(b) Food trucks shall not be located within 25 feet of any handicapped parking space or access ramp.

(c) Food trucks shall not be located on any property without permission from the property owner.

(d) All trash or debris accumulating within 25 feet of any food truck shall be collected by the operator and deposited in a trash container. All food truck operators must provide trash receptacles adjacent to or as a part of their truck.

(e) No food truck operator shall sound any device which produces a loud and raucous noise, or use or operate any loudspeaker, public address system, radio, sound amplifier or similar device to attract public attention.

(f) No food truck operator shall conduct business in such a way as would increase traffic congestion or delay, constitute a hazard to life or property, interfere with an abutting property owner, or obstruct access to emergency vehicles.

(Ord. No. 18-1613, 6-12-18)

Sec. 12-256. - Suspension or revocation of license.

Any license issued under this article may be suspended or revoked for any of the following reasons:

- (1) Fraud or misrepresentation in the application for the license.
- (2) Fraud or misrepresentation in the course of conducting business.
- (3) Conducting the business contrary to the conditions of the license.
- (4) Conducting the business of vending in such manner as to create a public nuisance or constitute a danger to the public health, safety and welfare.
- (5) Conviction of any crime involving moral turpitude while holding a vending license from the city.
- (6) Intervention by the state department of health due to uncorrected health or sanitation violations.

Upon suspension or revocation, the city shall deliver written notice to the license holder stating the action taken and the reasons supporting such action. The written notice shall be delivered to the license holder's place of business or mailed to the license holder's last known address.

(Ord. No. 18-1613, 6-12-18)

Sec. 12-257 - Appeals.

Persons whose licenses under this article have been suspended or revoked, or whose application has been denied, may appeal by filing a written notice of appeal with the city council.

(Ord. No. 18-1613, 6-12-18)

Secs. 12-258—12-265. - Reserved.

ACKNOWLEDGEMENT

By signing, I acknowledge that I have read, understand, and agree to the requirements and restrictions of the Food Truck ordinance, Dearborn Code of Ordinances, Article VIIA, Sec. 12-250 to 12-257, in order to operate a Food Truck within the City of Dearborn.

Signature of Applicant

/ /
Date

PRINT Name

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER

(Company Name & Address)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC #

INSURED

Your name or Business name
&
Address

INSURER A: (Insurer Name)

(NAIC#)

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 100,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 100,000.00 GENERAL AGGREGATE \$ 100,000.00 PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$

Sample

Sample

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate Holder is an additional insured as per contract requirements.

CERTIFICATE HOLDER

City of Dearborn
16901 Michigan Avenue
Dearborn, MI 48126

Fax to: 313.943.2011

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Dearborn Police Department Motor Carrier Unit

Commercial Vehicle Inspection Form (DPD # 916)

Motor Carrier Office (313) 943-2294

Company Name:		
Address:		City:
State:	Zip:	Phone:
VEHICLE IDENTIFICATION		
Make:	Model:	Mileage:
VIN:		Plate Number:
Unit Number:	City License Number:	

The above vehicle must be inspected for compliance with the Michigan Motor Vehicle Code (PA 300) and all applicable City Code of Ordinances prior to approval for use in the City of Dearborn. This inspection must be conducted by a mechanic certified by the State of Michigan to perform such inspections. Inspection items include, but are not limited to, the following: (Check either PASS or FAIL. Initial any approved rechecked in the PASS column)

PASS	FAIL		PASS	FAIL	
		Heaters & Defrosters			Tires
		Horn			Wheels, Rims & Lugs
		Speedometer			Lights & Reflectors
		Wiring			Steering Components
		Parking Brake			Suspension
		Front Brakes			Tail & Stop Lamps
		Rear Brakes			Frame
		Headlights & High Beams			Fuel System
		Windshield			Battery
		Windshield Wipers & Washers			Hoses & Belts
		Front & Rear Turn Signals			Exhaust System

MECHANIC'S INFORMATION

Mechanic's Name: (Printed)	Date of Inspection:
Certification Number:	
Employer Name and Address:	

"I have inspected the above vehicle and items and certify this vehicle to be in compliance with the Michigan Motor Vehicle Code, and I certify all above information is truthful and accurate."

Signed: _____ Date: _____

Meter:	Pass	Fail	Officer Assigned:	Date:
Vehicle:	Pass	Fail		

Property Maintenance & Development Services Guidelines

- Food truck license/permit is required from both the county health dept. and the Dearborn City Clerk. City food truck license expire annually on December 1st.
- NO PARKING on any city lot/property without City Council approval.
- All utilities on the truck/trailer (unit) must be self-contained. Any hook-up to a building will need to submit a diagrammed site plan for review, permit application & inspections for approved use.
- Placement of open or enclosed canopy seating requires submission of a site plan and application for special event.
- Operator must have a signed agreement between the property owner & business owner stating that the unit can operate at that location, along with the hours of operation.
- Unit must have current registered state license plate and insurance.
- Overnight parking/storage of truck/trailer in the servicing parking area is prohibited. Unit must be moved to a home base address or commissary location.
- Trash collection barrels must be provided and disposed of daily, and cannot cause rat harborage.
- Cannot cause a nuisance involving crowd control or traffic/parking control.
- Refer to *Article VII – Street Vendors (sec 12-240)* & *Article VII-A (Sec 12-250 - 12-257)* of the City of Dearborn ordinance codes.