



Food Truck Permit Application

*Town of Williamston, SC | Business Licensing
12 West Main Street Williamston, SC 29697*

Instructions for Applicant

Business Information

Name of Business: _____ DBA if Different: _____
Name(s) of Owner(s): _____
Business Physical Address: _____
Business Mailing Address: _____
Business Website: _____ Business Email: _____
Business Phone: _____ Mobile: _____ Fax: _____
Do you intend to operate on public property allowed sites? Yes No Private property sites? Yes No

Mobile Food Vendor Vehicle Type:

Food Truck Food Trailer Catering (Canteen) Truck Ice Cream Truck

Vehicle Make: _____ Model: _____ Year: _____ Tag Number: _____

Vehicle Make: _____ Model: _____ Year: _____ Tag Number: _____

Vehicle Make: _____ Model: _____ Year: _____ Tag Number: _____

****Note: If you have additional food trucks that will be operated within the Town of Williamston, include the information above for each food truck. Each food truck is required to have its own individual town decal assigned to it.**

Mobile Food Vendors on Private Property: (Unless specifically authorized in writing by the Mayor for a special event, a mobile food vendor shall only be permitted to operate on private property in the following zoning districts: CC-Core Commercial District, RC – Residential/Commercial District, OC – Office Commercial District, I-1 Industrial District, INS – Institutional District, and I-2 – Industrial Park District.)

- 1. Attach a list of all requested sites to include the property owners, phone number and physical address.
- 2. Attach the original copy of written permission for use of private property from the private property owner for each location.
- 3. Attach a detailed map of each property's parking lot to include the intended area requested for the Mobile Food Vendor Vehicle(s) to be parked. (Zoning and Fire Marshal's require information to review)

Required Documents: (Include with your application)

- Business Plan (Give a brief description of the nature of the business and goods to be sold. If available, a menu may be attached)
- Town of Williamston Business License Application
- Application for Background Check. (Required for owner(s) and any manager(s))
- Copy of permits required by the SC DHEC (South Carolina Depart. of Health and Environmental Control)
- Color Copy of a valid driver's license. (Required for owner(s) and any manager(s))
- A ten (10) year driving record. Certified by the South Carolina Department of Transportation or the comparable agency of any state in which the applicant has lived in the last ten years. (Required of owner(s) only)
- A copy of the vehicle(s) registration.
- Color photographs of the vehicle(s) interior and exterior in sufficient number to provide permitting officials a good overview of the vehicles look and design.
- Proof of general liability insurance for the operation of the vehicle as a motor vehicle and the conduct of the business.

Fees: (The following is a list of fees that will be required upon final approval and are due yearly (January 1)

- 1. Town of Williamston Business License
- 2. Town of Williamston Decal (Per each mobile food vendor vehicle): \$10.00
- 3. SLED Background Check \$50.00



BACKGROUND INVESTIGATION FORM

Date of application: _____

BUSINESS INFORMATION

Business Name: _____ Type of Business: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Business Phone: _____ Cell: _____ Fax: _____ Email: _____

BUSINESS OWNER(s): (A separate investigation form is required for each owner.)

Name: _____ Address: _____ Zip: _____

Birthdate: ____ / ____ / ____ SSN#: ____ - ____ - ____ DL #: _____ State: _____

Home Phone: _____ Cell: _____ Email: _____

Have you ever had a license or permit revoked, denied or suspended? Yes or No If yes, list the jurisdiction, date, and reason: _____

Have you ever been convicted of any criminal charges (misdemeanor or felony) in the last 10 years? Yes or No If yes, explain: _____

Are there any charges (misdemeanor or felony) against you that are still pending? Yes or No If yes, list jurisdiction, date, and reason: _____

Has applicant (Owner) previously owned or operated a business? Yes or No If yes, names of business and location: _____

Provide a brief statement of applicant's background and employment history for the past five years: _____

BUSINESS INFORMATION:

Manager:

Name: _____ Address: _____ Zip: _____

Birthdate: ____ / ____ / ____ SSN#: ____ - ____ - ____ DL #: _____ State: _____

Home Phone: _____ Cell: _____ Email: _____

Building Leased From:

Name: _____ Address: _____ Zip: _____

Home Phone: _____ Cell: _____ Email: _____

Planned Business Hours: Days open for business: _____ Hours of operation: _____

Does this business have an ABL License? Yes If yes, License Number: _____ No If no, does this business plan to apply for an ABL License? _____

******* I HEREBY ATTEST THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT FALSIFYING THIS APPLICATION IS GROUNDS FOR DENIAL OR REVOCATION OF MY LICENSE(S).**

Signature (owner/applicant): _____ Required on each page.

Print Name (owner/applicant): _____ Required on each page.

BUSINESS INFORMATION

Business Name: _____ Type of Business: _____

BUSINESS OWNER #2:

Name: _____ Address: _____ Zip: _____

Birthdate: ____ / ____ / ____ SSN#: ____ - ____ - ____ DL #: _____ State: _____

Home Phone: _____ Cell: _____ Email: _____

Have you ever had a license or permit revoked, denied or suspended? Yes or No If yes, list the jurisdiction, date, and reason: _____

Have you ever been convicted of any criminal charges (misdemeanor or felony) in the last 10 years? Yes or No If yes, explain: _____

Are there any charges (misdemeanor or felony) against you that are still pending? Yes or No If yes, list jurisdiction, date, and reason: _____

Has applicant (Owner) previously owned or operated a business? Yes or No If yes, names of business and location: _____

Provide a brief statement of applicant's background and employment history for the past five years: _____

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Signature (owner/applicant): _____ Required on each page.

Print Name (owner/applicant): _____ Required on each page.

Code of Laws of South Carolina

Title 56 - Motor Vehicles

Section 56-5-4435

UNIFORM ACT REGULATING TRAFFIC ON HIGHWAYS

SECTION 56-5-4435. Safety equipment required for motor vehicles used in vending food.

A motor vehicle which performs business in a residential or abundant housing area and makes frequent or unscheduled stops for the purpose of vendor sales of frozen dairy products or other types of snack foods must be equipped with the following safety features:

- (1) An audible alarm signal device when the vehicle is in reverse gear, but the signal must not emit an unreasonably loud or harsh sound;
- (2) Signal lamps mounted on the front and on the rear as high and as widely spaced laterally as practicable, which are capable of displaying two alternately flashing red lights at the same level. These lights must have sufficient intensity to be visible at five hundred feet in normal sunlight;
- (3) An extended mirror outside on both the right and left side of the vehicle to reflect to the driver a view of the street or highway for a distance of at least two hundred feet behind the vehicle;
- (4) A rear mirror situated to provide the operator a view of the area immediately behind the vehicle; and
- (5) A swing arm located on the front and rear of the vehicle that prohibits a person from walking directly in front of or behind the vehicle. The swing arm must be engaged when the vehicle is stopped for the purpose of vending products.

This section does not apply to a vehicle that delivers or distributes foods to commercial properties or construction sites only.

ORDINANCE 2021- _____

AN ORDINANCE ADOPTING REGULATIONS FOR MOBILE FOOD VENDING

WHEREAS, mobile food vending is a growing sector of the economy that, and;

WHEREAS, the Town Council believes mobile food vending would provide many positive benefits to Williamston, and;

WHEREAS, the Town Council desires to adopt regulations for mobile food vending to protect the health, safety, and welfare of the citizens of the Town, and’

WHEREAS, the Planning Commission has recommended that the Town Council adopt this ordinance;

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of Williamston that Chapter 22, Article VII, Sec. 22-172 through Sec. 22- _____ be added to the Code of Ordinances to read as follows:

“Article VII – Mobile Food Vending

Sec. 22-172 through Sec. 22-199. - Reserved.

Sec. 22-200 - Definitions.

The following words, terms, and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Mobile food vendor is defined as any person selling food from a mobile vehicle.

Mobile food vendor vehicle is defined as any motorized vehicle that is used for the preparation or the sale of food products, or for both.

Sec. 22-201. – General Requirements.

- (a) It shall be unlawful for any person to engage in business as a mobile food vendor within the town without first obtaining all necessary approvals by South Carolina Department of Health and Environmental Control (DHEC), South Carolina Department of Revenue, or any other applicable state agencies, a town business license, and a mobile food vendor license. Upon being granted a mobile food vendor license, the vendor must comply with the affirmative mandates and must not violate the prohibitions regarding sales, operations, locations and restrictions contained in this article.
- (b) At the time of application for a mobile food vendor license, the mobile food vendor must provide proof of general liability insurance for operation of the vehicle as a motor vehicle and the conduct of the business in amounts reasonably determined by the Mayor or his designee. This insurance must be maintained for as long as the mobile food vendor is in operation.

- (c) Each licensed mobile food vendor must maintain, for patrons' use, a litter receptacle of sufficient size to accept the litter being generated by the sales from the vendor's vehicle at the point of sales. The receptacle must be maintained in such a manner as to preclude an overflow of refuse. Each vendor shall pick up litter which is associated with the vendor's sales in the vicinity of the vendor's mobile food vehicle prior to departing a sales location.
- (d) Mobile food vendors shall be limited to the sale of edibles and beverages. The selling of nonfood or drink items shall be limited to merchandise displaying the mobile food vendor company logo and/or branding.
- (e) All mobile food vendors shall prominently display the original DHEC food inspection report that shows a posted grade, unless exempt.
- (f) It shall be unlawful for any person to operate or work for a mobile food vendor who has ever been convicted of a felony or crime of moral turpitude.

Sec. 22-202. – Mobile Food Vendor License Application.

Applicants for a mobile food vendor license shall file with the Mayor or his designee a sworn application in writing on a form to be furnished by the Mayor or his designee, which shall give the following information:

- (1) SLED background checks for the applicant, if an individual, and for all persons working for the applicant.
- (2) The names, permanent addresses, mailing addresses, and telephone numbers of the applicant and all persons working for the applicant.
- (3) A description of the applicant's mobile food vendor vehicle and a copy of the vehicle registration.
- (4) A brief description of the nature of the business and goods to be sold.
- (5) For each person that will be driving the mobile food vendor vehicle, a ten-year driving record from the South Carolina Department of Motor Vehicles or comparable state agency of any state said person has lived in for the past ten years.
- (6) Such other relevant information as may be reasonably required by the Mayor or his designee after a review of the submission of the above material in order to ensure a full review of information needed to assess the impact of the proposed operation on the health, safety, and well-being of the public.

Sec. 22-203. - Submitting False Information.

It shall be unlawful for any person to provide any false or misleading information in connection with an application for a permit required by this article or to withhold relevant information otherwise required.

Sec. 22-204. - Mobile Food Vendor License Decals.

Each applicant, upon being issued a Mobile Food Vendor License under this article, shall also be issued a decal which the vendor must display on the front right windshield's lower corner, or at such other

location as the Mayor or his designee shall approve in writing. The license and decal are issued to a specific vendor for a specific vehicle. No vendor may transfer a license or decal to another vendor. No vendor shall transfer a license or decal to another vehicle owned or controlled by the same vendor. In the event the vendor acquires during a calendar year a replacement vehicle to serve the same purpose as the vehicle for which the Town issued a license and decal; then, a replacement license and decal shall be issued and the original license and decal shall become null and void, and must be returned to the Town prior to the issuance of replacements.

Sec. 22-205. – Mobile Food Vendor License Fees.

There shall be due at the time of application for a Mobile Food Vendor License in an amount set by the Mayor or his designee in a schedule of fees. When the annual license expires on December 31 of any given year, the fee shall also be due upon the applicant submitting a renewal application.

Sec. 22-206. - Records.

The Mayor or his designee shall keep a permanent record of all licenses issued under this article.

Sec. 22-207. - Term.

Every permit issued under the provisions of this article shall expire on December 31 of each year.

Sec. 22-208. – Mobile Food Vendors on Public Property.

It shall be unlawful for any mobile food vendor to operate on any Town owned property or public property including, but not limited to, public streets, parks, trails, and sidewalks, except for areas of public property that shall be specifically authorized for mobile food vending by the Mayor or his designee. The Mayor or his designee may also authorize specific dates and times, rules, and regulations for the operation of mobile food vendors in specifically authorized areas of public property that must be adhered to by all mobile food vendors operating in said areas.

Sec. 22-209. - Mobile Food Vendors on Private Property.

All mobile food vendors shall be subject to the following regulations in their operation on private property:

- (1) Unless specifically authorized in writing by the Mayor for a special event, a mobile food vendor shall only be permitted to operate on private property in the following zoning districts: CC – Core Commercial District, RC – Residential / Commercial District, OC – Office Commercial District, I-1 – Industrial District, INS – Institutional District, and I-2 – Industrial Park District.
- (2) Unless specifically authorized in writing by the Mayor for a special event, no mobile food vendor shall operate on private property outside the hours of 6:00 a.m. until 12:00 p.m.
- (3) At the end of each business day's operation, the mobile food vendor must remove from the parcel the mobile food vendor vehicle and all materials associated with the business.
- (4) No mobile food vendor shall sound any device which produces an offensive or unreasonably loud noise to attract customers or advertise products.

Sec. 22-210. - General Maintenance Requirements for Mobile Food Vendor Vehicles.

- (a) All exterior body work and mechanical equipment shall be maintained in good and clean condition and free of excessive wear or damage.
- (b) All exterior paint work shall be maintained in good condition, free of substantial scratches, chips, rust, dents, and abrasions.
- (c) All windshield and window glass shall be maintained free from cracks, scratches, pitting, abrasions, or any other conditions that may cause a hazard or reduce clarity of vision below the level specified by the manufacturer.
- (d) All interior equipment and food service equipment shall be kept in proper repair and sanitary conditions at all times.
- (d) The Mayor or his designee may prohibit the operation of any mobile food vendor vehicle with any other type of damage or condition that may pose public health hazard.

Sec. 22-211. - Inspections.

- (a) Nothing in this article shall be construed as limiting or replacing the role of the DHEC (Department of Health and Environmental Control), which has the primary task of inspecting mobile food vendors.
- (b) The Mayor or his designee shall have the right, at any time, after displaying proper identification, to enter into or upon any mobile food vendor vehicle for the purpose of ascertaining whether or not any of the provisions of this article are being violated.
- (c) Any mobile food vendor vehicle which is found, after any inspection, to be unsafe or in any way not compliant with this article may be directed to be out of operation until the cited deficiency is corrected, and before again being placed in service shall be delivered to the Mayor or his designee at a designated point for reinspection.

Sec. 22-212. – Public Nuisance.

The operation of a mobile food vendor business in violation of this article such shall constitute a public nuisance.

Sec. 22-213 – Violations.

Any person in violation of this article shall be guilty of an ordinance violation, and upon conviction thereof, shall be punished in accordance with Section 1-12 of the Town of Williamston Code of Ordinances. The Mayor or his designee may also suspend or revoke the mobile food vendor license and/or business license of any person operating a mobile food vendor business in violation of this article.

Sec. 22-214—Sec. 22-229. - Reserved.”

IN WITNESS WHEREOF, the Town Council has approved this Ordinance on second reading
this 5th day of April, 2021.

ATTEST:

Michael Harris
Town Clerk

[Signature]
Mayor

[Signature]
Councilmember

[Signature]
Councilmember

[Signature]
Councilmember

[Signature]
Councilmember

APPROVED AS TO FORM:

Town Attorney

First Reading Date: _____

Second Reading Date: _____

