

# FOOD TRUCK HUBS Vendor

January 3, 2020

# Step-by-Step Process for Vendor

## Download or Pick-up Packet





## License Required

Special Food Service Facility — Mobile Unit means “A licensed, motorized vehicle or mobile food unit that temporarily operates at a Food Truck Hub where food items are sold to the general public.”



# FOOD TRUCK HUB VENDOR RESPONSIBILITIES

## License Application

- Download application from the Department of Permitting, Inspections and Enforcement (DPIE) Website or pick up application from DPIE Licensing Center.
- Complete application and include legal name and any aliases, mailing and residential addresses, telephone number(s) and satisfactory proof that he/she is 18 years of age.
- Provide a copy of the Federal Employer Identification Number and evidence of Combined Central Registration with the Maryland Comptroller's Office.
- Provide the location of the Food Truck Hub where the license holder intends to operate, including the street address and telephone contact number if known.
- Provide a description of the type of food offered for sale.
- Provide a description of the vehicle unit, including dimensions (maximum dimensions shall be 18.5' long, 10.5' tall and 8' wide) and a color photograph of the vehicle, as there are specific external items not allowed (i.e., chipped paint, broken windows, hand-lettering, etc.).
- Provide a copy of the vehicle registration.

(continued next page)



- Provide a photocopy of the driver's license or other government issued identification card for the individuals listed to work on-site (*i.e.*, manager[s], food handler[s], cook[s], etc.).
- Provide additional information if requested by DPIE (*i.e.*, insurance, etc.).
- Ensure that the application is signed.

**License shall expire one year from the date of issuance unless renewed. Yearly Health Department Inspection Fee of \$300 and Fire Department Inspection Fee of \$35. There is no required fee at this time for DPIE. License shall be prominently displayed in the front window.**





**Prince George's County**  
 Department of Permitting, Inspections  
 and Enforcement  
**PERMITTING & LICENSING DIVISION**  
**Business Licensing Center**  
 9400 Peppercorn Place, 1st Floor  
 Largo, Maryland 20774  
 301.883.3840 ♦ FAX: 301.883.3875



**SPECIAL FOOD SERVICE FACILITY — MOBILE UNIT  
 LICENSE REQUIREMENTS CHECKLIST**

OFFICE  
 USE  
 ONLY

***An Applicant Must Submit:***

- Completed application and checklist. Additional forms can be obtained from the Business Licensing Center or on DPIE's Website at <http://dpi.e.mypgc.us>.
- Each license expires one year from the date of issuance unless renewed. (No fee charged for Special Food Services Facilities — Mobile Unit license.)
- Listing of all principal owners on the application form.
- Copy of Federal Employer Identification Number and evidence of Combined Central Registration with the Maryland Comptroller's Office.
- Copy of current vehicle registration.
- Copy of "Certificate of Insurance" proving there is an insurance policy covering the Special Food Services Facilities — Mobile Unit.
- Color photograph of the vehicle with Food Truck Hub (maximum dimensions: 25 feet long, 11 feet tall and 8 feet wide).
- Photocopy of the driver's license or other government issued identification card for each individual listed per Section 5-2804, Subsection (a) to include "all applicants for a Special Food Service Facility — Mobile Unit License."
- Copy of a valid Prince George's County Health Department permit or recent inspection approval of the vehicle. (Contact the Health Department at 301.883.7600 for more information.) **Important to Note:** A Certified Food Manager Certification and the Certified Food Manager Holder must be present at all times during operation.
- Copy of a valid "Proof of Review" issued by the Prince George's County Fire Department. (Contact the Fire Department at 301.583.1830.)



**Prince George's County**  
 Department of Permitting, Inspections  
 and Enforcement  
**PERMITTING & LICENSING DIVISION**  
**Business Licensing Center**  
 9400 Peppercorn Place, 1st Floor  
 Largo, Maryland 20774  
 301.883.3840 ♦ FAX: 301.883.3875



**APPLICATION FOR SPECIAL FOOD SERVICE  
 FACILITY — MOBILE UNIT LICENSE**

*Please print clearly.*

**SECTION A — BUSINESS DATA**

Complete Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City* *State* *ZIP Code*

Business Telephone #(s): \_\_\_\_\_

**SECTION B — IDENTIFICATION**

**PRINCIPAL OWNER**

Legal Name: \_\_\_\_\_

List Any Aliases or Nicknames: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City* *State* *ZIP Code*

Residential Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City* *State* *ZIP Code*

Telephone #(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

---

**BUSINESS ENTITY/TRADE NAME/TRADE AS NAMES**

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street*

\_\_\_\_\_

*City*

*State*

*ZIP Code*

Residential Address: \_\_\_\_\_

*Street*

\_\_\_\_\_

*City*

*State*

*ZIP Code*

Telephone #(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

---

**SECTION C — LOCATION OF FOOD TRUCK HUB(S)**

*List the Food Truck Hub(s) where the Special Food Service Facility — Mobile Unit License holder will operate, if known.*

1. Name of Food Truck Hub: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #(s): \_\_\_\_\_

2. Name of Food Truck Hub: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #(s): \_\_\_\_\_

3. Name of Food Truck Hub: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #(s): \_\_\_\_\_

---

**SECTION D — NATURE OF GOODS** *List the type(s) of food(s) offered for sale.*

Nature of goods: \_\_\_\_\_

\_\_\_\_\_

(Must primarily sell freshly prepared foods or fresh fruits and vegetables.)

---

**SECTION E — DESCRIPTION OF THE VEHICLE**

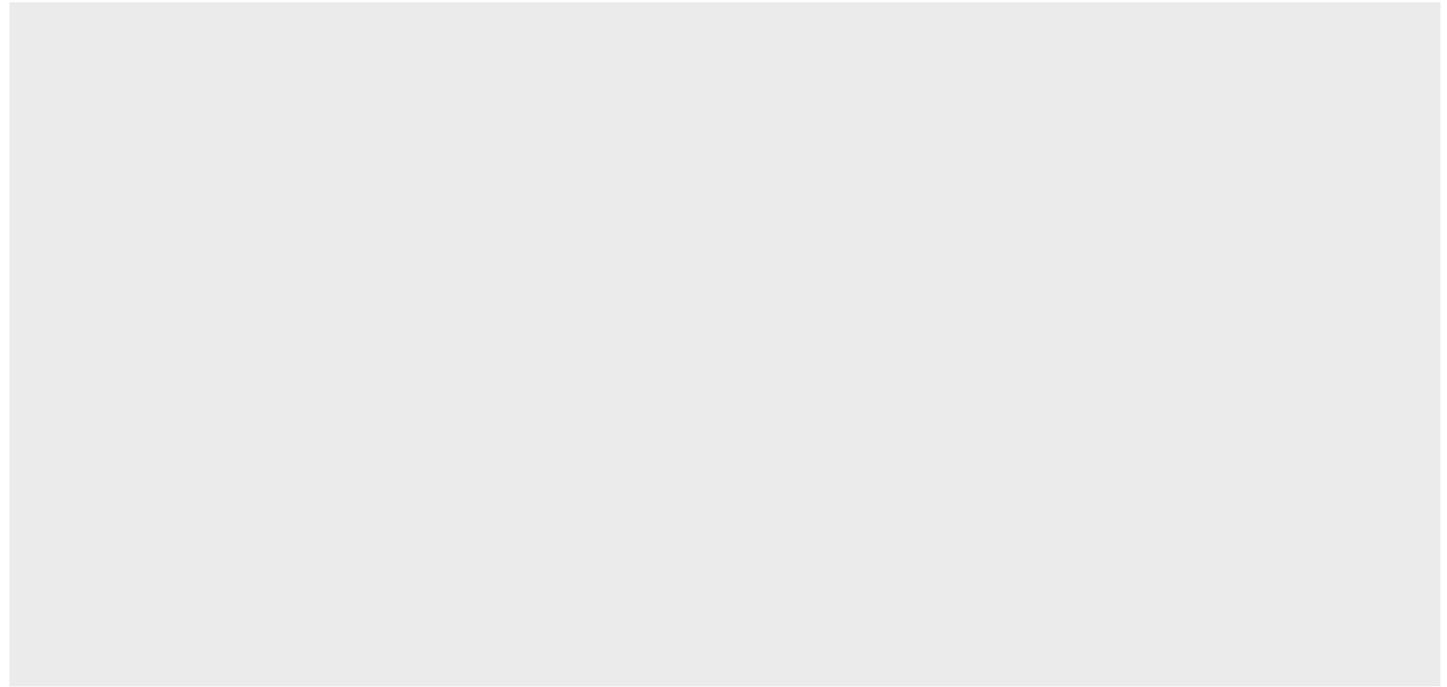
Make/Model/Year/Description/Dimensions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location where truck is parked when not in use: \_\_\_\_\_

Attach a color photograph of the vehicle in the below shaded area.



---

**SECTION F — DENIED, SUSPENDED OR REVOKED LICENSE**

**NOTE:** Any change in the firm's personnel or other change affecting the validity of this license must be submitted in writing to the Department of Permitting, Inspections and Enforcement, Business Licensing Center, 9400 Peppercorn Place, Suite 151, Largo, MD 20774 within thirty (30) days with all pertinent details. Failure to do so may result in revocation or suspension of license.

---

**SECTION G — ATTESTATION**

I, THE UNDERSIGNED, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I HAVE READ AND FULLY COMPREHEND THIS FORM IN ITS ENTIRETY AND THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT SHOULD ANY STATEMENT I HAVE MADE PROVE FALSE, MISLEADING OR ERRONEOUS, IT MAY RESULT IN THE REJECTION OF MY APPLICATION.

**PRINCIPAL OWNER:**

\_\_\_\_\_  
*Signature of Applicant*

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SEAL

\_\_\_\_\_  
*Notary Public*