

Limited Liability Partnership (LLP)

Member #1

First Name	Alternate or Cell Phone
Last Name	Email
Address City State Zip	Fax
Phone	Signature

Member#2

First Name	Alternate or Cell Phone
Last Name	Email
Address City State Zip	Fax
Phone	Signature

Please list Additional Partners on a separate sheet of paper.

Government/Municipality

Name of Agency	Email
Address City State Zip	Agency Official's Name
Phone	Agency Official's Title
Alternate or Cell Phone	Agency Official's Signature
Fax	

School (K-12)

Name of School District	Fax
Address City State Zip	Name of Superintendent
Phone	Name of Signatory
Alternate or Cell Phone	Title of Signatory
Email	Signature of Official

Person-in-Charge On-Site at the Food Establishment (attach additional contacts if needed)

Name _____ Title _____

Phone _____ Cell Phone _____ E-Mail Address _____

Emergency Contact

Name _____ Title _____

Phone _____ Cell Phone _____ E-Mail Address _____

PLEASE CONTINUE TO THE LAST PAGE IF YOU ARE NOT APPLYING FOR A MOBILE LICENSE

PLEASE COMPLETE THE SECTION BELOW ONLY IF YOU ARE APPLYING FOR A MOBILE FOOD UNIT LICENSE

Mobile Food Unit Applicants: Please verify that all information is accurate and sign where required, **you may copy this page and include it with this application form for each unit owned provided the Home Base address is the same for all units.**

Unit Identification: Complete all sections. Mark N/A if not applicable.

VIN Number or Serial Number _____

License Plate No./State _____

Unit and/or Truck Number _____

Make _____ Model _____

Year _____ Size _____ Color _____

Home Base of Operation

List the address of the Home Base for the Mobile Food Unit (This is where the unit will be serviced or stored when not in operation)

Street Number and Name City State Zip Code

County

If the Home Base is a licensed establishment, provide the license number. If not, state N/A: _____

All food storage and preparation must be done in the mobile unit or in your licensed food establishment/commissary.

Additional Requirements

If the unit is normally set up in the same location each day and does not have a plumbed restroom, an agreement with a neighboring business for use of a restroom must be obtained. (attach restroom agreement and enter address here)

I understand mobile food units may only operate up to three days in one location unless they return to their home base of operation each day.

I understand all food service operations must be conducted inside the mobile food unit with the exception of grills and smokers.

I understand that all food storage, food preparation, and dish washing must be done in the mobile unit or in a licensed food establishment

I understand that a copy of the unit license and the most recent inspection report must be posted in the unit in a conspicuous location at all times.

I understand that I must check with City and County government agencies to whether additional vendor permits are required.

I verify that all of the information contained in this application is accurate.

Signature _____

Printed name of Signatory _____

LICENSE FEES- All applicants must select the appropriate license type and fee. Please refer to page 3-4 of this application to ensure that license types match.

Pay from the appropriate Fee Schedule based on the following: If this food establishment is a New Food Establishment, or Other as described on page 3 of this application, you must pay the maximum fee indicated in the box that is applicable to the licenses that you are applying for. If this food establishment is a Change In Ownership as described on page 3, the fee may be set based on the gross sales of the previous owner if there has been no significant change in menu, food service style, or operation (such as hours) AND the previous owner has operated the business within the past 3 months. Proof of the previous owner's gross sales for the previous 12 months must accompany this application, otherwise the maximum fee must be paid.

Food Service Establishment - Examples include restaurants, bars or taverns, take-out food, catering commissary, concession stands, etc. License fees are based on annual gross sales of "food service sales" which are taxable food or beverage sales **and/or** prepared food or beverages sold for individual portion service intended for consumption on the premises, including alcoholic beverages, and may include up to \$20,000 in retail sales. Select the appropriate fee:

- \$0 - Schools
- \$150 - Annual gross sales of \$1 to \$100,000
- \$300 - Annual gross sales of \$100,001 to \$500,000
- \$400 - Annual gross sales of \$500,001 +

OR:

Retail Food Establishment - Examples include grocery and convenience stores without prepared foods, bakeries without seating, etc. License fees are based on annual gross sales of non-taxable food or food products and beverages to consumer customers intended for preparation or consumption off the premises. Select the appropriate fee:

- \$150 - Annual gross sales of \$1 to \$250,000
- \$300 - Annual gross sales of \$250,001 to \$750,000
- \$400 - Annual gross sales of \$750,001 +

OR:

Both Food Service and Retail Food (required for establishments with "food service sales" and more than \$20,000 per year in "retail sales"). **Examples include grocery and convenience stores that prepare food, bakery with a sit-down coffee shop, etc. To determine the amount owed, select your dominant form of business above (Food Service Establishment or Retail Food Establishment) and select the corresponding fee (for new establishments or if proof of sales is not provided for change of ownership, this fee will be \$400). Then add \$150 (below) for the secondary license.**

- \$150 for the secondary form of business (ensure Food Service or Retail Food Establishment Fee box is checked above)

OR:

\$250 Mobile Food Unit – Examples include food trucks and push carts. Must also select Food Service Establishment above if you have a commissary at the same physical address. If you have a commissary at a different location an additional application is required for that location.

Submit Payment to: **Siouxland District Health Department
Division of Environmental Health
1014 Nebraska Street
Sioux City, IA 51105-1435**

For Office Use Only Below This Line

Check #	Date Received	Amount Received
Check Name	Penalty Amount	Amount Due

Food Truck Permit

The City of Grinnell welcomes Mobile Food Units and Food Trucks to our community. Grinnell hopes to increase the number of food options for its residents and visitors by making it easier for Food Trucks and Mobile Food Units to operate and serve. Over the past decade, food trucks have only become more and more popular. First only being available near large construction sites or large sporting venues in large cities, Food Trucks can now find success anywhere they can find hungry mouths. A few major benefits of making it easier for Food Trucks to operate locally include giving aspiring entrepreneurs a solution to start their own small business and giving the communities they serve in additional affordable options to quality foods.

Food Truck Permit Application

Some key requirements per Grinnell's Mobile Food Units and Food Truck Regulations state that:

- All Food Trucks that operate in Iowa are required by the State to become a licensed "Food Truck Business" from the Food and Consumer Safety Bureau of the Iowa Department of Inspections and Appeals. The City of Grinnell will require a copy of that license from every Food Truck Business that intends to operate as part of the permit approval process for obtaining a Food Truck Permit, and the permit must also be displayed for the public to see while the Food Truck is in operation.
- The City of Grinnell also requires a copy of a background check completed within one year of the date the application is submitted.
- Fees: The Fees for operating a Food Truck within the City of Grinnell are \$25.00 per 30 days of operation, or \$250.00 to operate for a year (365 calendar days)
- Food Trucks are only permitted to operate on private property unless part of an event outlined below.

Below are the regulations which apply to operating a Mobile Food Unit within the City Limits and obtaining a Food Truck Permit:

CHAPTER 126 MOBILE FOOD UNITS AND FOOD TRUCKS

1. Definitions:

- **FOOD TRUCK:** A motorized vehicle specially equipped to prepare and sell consumable food or drink items
- **FOOD TRUCK PERMIT:** Written authorization by the City to operate a food truck as provided in this section
- **MOBILE FOOD UNIT:** A mobile apparatus specially equipped to prepare and sell consumable food or drink items
- **OPERATE:** To offer for sale food and beverage items; it does not mean either loading or unloading food or beverage items in bulk or other materials

The terms Food Truck and Mobile Food Unit shall be synonymous with each other, and either term may replace the other wherever used within these regulations.

2. Allowed Operation: No person or entity may operate a food truck or mobile food unit without a food truck permit as provided herein unless exempted per section 4. Food Trucks are only permitted to operate on private property unless part of an event outlined in section 4. Failure to obtain a permit by any individual or entity to operate a Food Truck Business will result in that individual or entity being subject to the provisions listed in Chapter 3 of this Code.

3. Permit:

A. An application for a food truck permit shall be submitted to the Building and Planning Director for review and shall include the following:

- Name of Food Truck Business
- Owner's name of Food Truck Business
- Address and contact info of Owner of Food Truck Business
- Location(s) where the Food Truck intends to operate
- Timeframe the Food Truck Business intends to operate at the given location(s)
- Copy of the license approving the operation for a Food Truck Business from the Food and Consumer Safety Bureau of the Iowa Department of Inspections and Appeals or another governing Local Health Department agency for Poweshiek County.
- Copy of a background check completed within 1 year of the date the application is submitted.

B. Bond and Insurance: Any person applying for a Food Truck Permit shall be required to file a cash bond, surety bond, or provide proof of liability insurance in the sum of at least ten thousand dollars (\$10,000.00) conditioned upon the faithful performance of the conduct of the business for the benefit of any person defrauded or cheated or any damages as a result of the operation of the Food Truck Business.

C. The Building and Planning Director or designee shall grant or deny the application for a permit in writing within thirty (30) calendar days after the application being filed. The Building and Planning Director or designee shall grant the application and issue a permit if the requirements set forth in these regulations have been met.

4. Permit Exemption: A Food Truck Permit shall not be required for the following: any Food Truck that is part of a special event hosted or sponsored by the City of Grinnell, Chamber of Commerce, or located on the campus of Grinnell College.

5. Fees: Fees for food truck permits shall be set by resolution of the City Council. Businesses that have a permanent structure within the Corporate Limits of the City of Grinnell will still be required to obtain a permit to operate a Food Truck Business but will be exempt from paying any permit fees.

Application to apply for a permit to operate a Mobile Food Unit or Food Truck. Applications and all associated materials can be submitted to Tavis@grinnelliowa.gov

Contact Us

Permits & Construction Inquiries:

Tyler Avis

Director of Building & Planning

Email

520 4th Avenue

Grinnell, IA 50112

Ph: (641) 236-2600

Fax: (641) 236-2626

Hours

Monday - Friday

8:00 am - 4:30 pm



FOOD TRUCK APPLICATION

City of Grinnell, Iowa

Applicant to complete numbered spaces only.

1. NAME OF FOOD TRUCK BUSINESS:	ADDRESS FOR PLACEMENT OF FOOD TRUCK:				
2. FOOD TRUCK OWNER:	MAILING ADDRESS:	PHONE:			
3. DESCRIPTION OF BUSINESS TYPE AND PRODUCTS TO BE SOLD:					
4. DATES AND TIMES THE FOOD TRUCK BUSINESS WILL BE IN OPERATION:					
5. <u>ALL ITEMS DESCRIBED BELOW MUST ACCOMPANY THIS APPLICATION:</u>					
<ul style="list-style-type: none"> • A COPY OF YOUR LICENSE FROM THE STATE OF IOWA FOOD AND CONSUMER SAFETY BUREAU • A COPY OF A BACKGROUND CHECK COMPLETED WITHIN 1 YEAR OF THE DATE THE APPLICATION IS SUBMITTED FOR THOSE WHOM WILL BE OPERATING. • CASH BOND, SURETY BOND, OR PROOF OF LIABILITY INSURANCE IN THE SUM OF AT LEAST \$10,000.00 • <u>A PERMIT FEE OF \$25.00 PER MONTH (30 DAYS), OR \$250.00 FOR A YEAR MUST ACCOMPANY THIS APPLICATION. THE PERMIT ISSUANCE DATE WILL DETERMINE THE BEGINNING OF THE VALIDITY OF THE PERMIT AND ITS EXPIRATION DATE. FAILURE TO ACTIVELY HOLD A VALID PERMIT AND OPERATE A FOOD TRUCK MAY RESULT IN MUNICIPAL INFRACTIONS PER CITY OF GRINNELL CODE CHAPTER 3.</u> 					
6. SIGNATURE OF OWNER OR AUTHORIZED AGENT:					
<p>-----</p> <p>DATE: _____</p>					
WHEN PROPERLY VALIDATED (IN THIS SPACE) THIS IS YOUR PERMIT					
PERMIT FEE	ADD. FEES & PENALTIES	TOTAL FEES	VALIDATION	DATE	RECEIPT #



You are unable to sell within Tiffin City Limits until after your permit is approved and issued.

The following documents/actions are required in addition to your application:

- Provide Acord Certificate (Liability Insurance)
Provide Photo ID
Mobile Food License
Image of Mobile Food Unit
Approved City of Tiffin Fire Inspection Form
Pay Fees (Daily Fee: \$30.00, Weekly Fee: \$50.00, Monthly up to 6 months \$100, 6 months to one year \$250.00)

APPLICANT INFORMATION:

Owner Name: Address:

Contact #: Email:

Proposed City location for mobile unit/stand (example: City Park, Auxiliary Fields):

BUSINESS INFORMATION:

Company Name: License #:

Base Business Address:

Description of goods to be sold:

Type of Unit (example: food truck, food stand):

DESCRIPTION OF VEHICLE: (Include image of Mobile Food Unit)

License Plate: Color: Make/Model:

MOBILE FOOD UNIT VENDING EQUIPMENT:

Form with checkboxes for equipment: Use of deep fryer, Use of flat top cooking surface, Use of propane on unit, Use of generator on unit.

APPLICANT AGREEMENT (initial)

I have read Tiffin's mobile food unit ordinances and understand the requirements for maintaining the permit. Mobile food units and vendor carts must maintain ADA accessible routes for pedestrians and not impede the free flow of vehicular traffic. Mobile food vendors must provide adequate trash and recycling receptacles for customer use and must remove said receptacles when leaving the site. At the close of its daily business, the mobile food vendor must remove all garbage from the area and properly dispose of it away from the site of its operation.

Applicant Certification: By signing or typing your name, you certify that the information contained in this application and on any accompanying documents are true.

Applicant Signature: Date:

Iowa Code

CHAPTER 9C

TRANSIENT MERCHANTS

This chapter not enacted as a part of this title; transferred from chapter 81A in Code 1993

9C.1	Definitions — presumption — applicability.	9C.6	License fee. Repealed by 2021 Acts, ch 142, §32.
9C.2	License required.	9C.7	Misrepresentation.
9C.3	Application for license.	9C.8	Revocation.
9C.4	Bond required — applicability — forfeiture.	9C.9	Penalty.
9C.5	Issuance of license.	9C.10	Enforcement.

9C.1 Definitions — presumption — applicability.

1. As used in this chapter, the term "transient merchant" shall mean and include every merchant, whether an individual person, a firm, corporation, partnership, or association, and whether owner, agent, bailee, consignee, or employee, who shall bring or cause to be brought within the state of Iowa any tangible personal property of any kind, nature, or description, with the intention of temporarily or intermittently selling or offering to sell at retail such tangible personal property within the state of Iowa. The term "transient merchant" shall also mean and include every merchant, whether an individual person, a firm, corporation, partnership, or an association, who shall by itself, or by agent, consignee, or employee, temporarily or intermittently engage in or conduct at one or more locations a business within the state of Iowa for the sale at retail of any tangible personal property of any nature or description.

2. A merchant engaging in business shall be presumed to be temporarily or intermittently in business unless it is the intention of such merchant to remain continuously in business at each location where the merchant is engaged in business within the state of Iowa as a merchant for a period of more than sixty days.

3. The provisions of this chapter shall not be construed to apply to persons selling at wholesale to merchants, nor to transient vendors of drugs, nor to persons running a huckster wagon, or selling or distributing livestock feeds, fresh meats, fish, fruit, or vegetables, nor to persons selling their own work or production either by themselves or employees.

[C58, 62, 66, 71, 73, 75, 77, 79, 81, §81A.1]
C93, §9C.1
2017 Acts, ch 29, §5; 2019 Acts, ch 24, §2; 2021 Acts, ch 86, §39

9C.2 License required.

It shall be unlawful for any transient merchant to sell, dispose of, or offer for sale any tangible personal property of any kind, nature or description, at any time or place within the state of Iowa, outside the limits of any city in the state of Iowa, or within the limits of any city in the state of Iowa that has not by ordinance provided for the licensing of transient merchants, unless such transient merchant has a valid license as provided in this chapter and has complied with the regulations set forth in this chapter.

[C58, 62, 66, 71, 73, 75, 77, 79, 81, §81A.2]
C93, §9C.2
2017 Acts, ch 29, §6; 2021 Acts, ch 86, §40

9C.3 Application for license.

Any transient merchant desiring a transient merchant's license shall at least ten days prior to the first day any sale is made, file with the secretary of state of the state of Iowa an application in writing duly verified by the person, firm, corporation, partnership, or association proposing to sell or offer to sell at retail any tangible personal property, or to engage in or conduct a temporary or intermittent business for the sale at retail of any tangible personal property. The application shall state the following facts:

1. The name, residence, and post office address of the person, firm, corporation,

partnership, or association making the application, and if a corporation, the names and addresses of the officers thereof, and if a firm, partnership, or association and not a corporation, the names and addresses of all members thereof.

2. If the application is made by an agent, bailee, consignee, or employee, the name and address of such agent, bailee, consignee, or employee, and the name and address of the owner of the tangible personal property to be sold or offered for sale.

3. Whether or not the applicant has an Iowa retailers sales or use tax permit and, if the applicant has such permit, the number of such permit.

4. If the applicant is a corporation, whether or not the applicant is an Iowa corporation or a foreign corporation, and, if a foreign corporation, whether or not such corporation is authorized to do business in Iowa.

5. The value of the tangible personal property to be sold or offered for sale or the average inventory to be carried by any such transient merchant engaging in or conducting an intermittent or temporary business as the case may be.

6. The date or dates upon which said tangible personal property shall be sold or offered for sale, or the date or dates upon which it is the intention of the applicant to engage in or conduct a temporary or intermittent business.

7. The location and address where such tangible personal property shall be sold or offered for sale, or such business engaged in or conducted.

[C58, 62, 66, 71, 73, 75, 77, 79, 81, §81A.3]

C93, §9C.3

2017 Acts, ch 29, §7; 2019 Acts, ch 24, §3, 4; 2021 Acts, ch 86, §41, 42; 2022 Acts, ch 1138, §1; 2024 Acts, ch 1043, §4

Subsections 2 - 4 amended

9C.4 Bond required — applicability — forfeiture.

1. At the time and as part of filing the application, the applicant shall file with the secretary of state a bond, with sureties to be approved by the secretary of state, in a penal sum two times the value of the tangible personal property to be sold or offered for sale or the average inventory to be carried by such transient merchant engaged in or conducting an intermittent or temporary business as the case may be as shown by the application, running to the state of Iowa, for the use and benefit of any purchaser of any tangible personal property from such transient merchant who might have a cause of action of any nature arising from or out of such sale against the applicant or the owner of such property if other than the applicant. The bond shall be conditioned on the payment by the applicant of all taxes that may be payable by, or due from, the applicant to the state of Iowa or any subdivision thereof, and shall be further conditioned for the payment of any fines that may be assessed by any court against the applicant for violation of the provision of **this chapter**, as well as for the payment and satisfaction of any and all causes of action against the applicant commenced within one year from the date of sale thereof, and arising from such sale. However, the aggregate liability of the surety for all such taxes, fines, and causes of action shall in no event exceed the principal sum of such bond.

2. In such bond the applicant and surety shall appoint the secretary of state, the agent of the applicant and surety for the service of process. In the event of such service, the agent upon whom such service is made shall within five days after the date of service, mail by ordinary mail a true copy of the process served upon the agent to each party for whom the agent is served, addressed to the last known address of such party. Failure to mail the copy shall not, however, affect the jurisdiction of the court.

3. Such bond shall contain the consent of the applicant and surety that the district court of the county in which the plaintiff may reside or Polk county, Iowa, shall have jurisdiction of all actions against the applicant or surety, or both, arising out of the sale. The state of Iowa, or any subdivision thereof, or any person having a cause of action against the applicant or surety arising out of said sale may join the applicant and surety on such bond in the same action, or may in such action sue either the applicant or the surety alone.

4. The requirements of **this section** also apply to transient merchants who are licensed in accordance with an ordinance of a city in the state of Iowa.

5. Notwithstanding subsections 1 through 4, the bond provided for in this section shall be forfeited to the state of Iowa upon the applicant's failure to pay the total of all taxes payable by or due from the applicant to the state which taxes are administered by the department of revenue. The department shall adopt administrative rules for the collection of the forfeiture. Notice shall be provided to the surety and to the applicant. Notice to the applicant shall be mailed to the applicant's last known address. The applicant or the surety shall have the opportunity to apply to the director of revenue for a hearing within thirty days after the giving of such notice. Upon the failure to timely request a hearing, the bond shall be forfeited. If, after the hearing upon timely request, the director finds that the applicant has failed to pay the total of all taxes payable and the bond is forfeited, the director shall order the bond forfeited. The amount of the forfeiture shall be the amount of taxes payable or the amount of the bond. The surety shall not have standing to contest the amount of any taxes payable. For purposes of this section, "taxes payable" means all tax, penalties, interest, and fees that the department has previously determined to be due by assessment or in an appeal of an assessment.

[C58, 62, 66, 71, 73, 75, 77, 79, 81, §81A.4]

87 Acts, ch 60, §1

C93, §9C.4

2003 Acts, ch 145, §286; 2017 Acts, ch 29, §8; 2021 Acts, ch 86, §43

9C.5 Issuance of license.

Upon receiving an application for a transient merchant's license, the secretary of state shall investigate or cause to be investigated, the reputation and character of the applicant. If, upon making such investigation, the secretary of state is satisfied that the statements and representations contained in the application are true, and that the applicant is of good reputation and character, and the holder of an Iowa sales or use tax permit, and if a foreign corporation, has authority to do business in the state of Iowa, the secretary shall issue to the applicant a license as a transient merchant upon payment of the fee as herein prescribed for the period of time requested in said application and for use at the location and place where it is stated in said application the sale will be held or the business conducted, both of which shall be set out in said license. Such license shall be valid only for the period of time and at the location and place described therein.

[C58, 62, 66, 71, 73, 75, 77, 79, 81, §81A.5]

C93, §9C.5

2022 Acts, ch 1138, §2

9C.6 License fee. Repealed by 2021 Acts, ch 142, §32.

9C.7 Misrepresentation.

It shall be unlawful for any transient merchant making sales or engaging in or conducting a business under a transient merchant's license to make any false or misleading statements or representation regarding any article sold or offered for sale by such transient merchant as to condition, quality, original cost, or cost to such transient merchant of any article sold or offered for sale or to sell or offer for sale tangible personal property of a value in excess of the value thereof as shown by said application, or to sell or offer for sale at retail any tangible personal property, or to engage in or conduct an intermittent or temporary business on any days or at any place other than those shown by such license.

[C58, 62, 66, 71, 73, 75, 77, 79, 81, §81A.7]

C93, §9C.7

2021 Acts, ch 86, §45

9C.8 Revocation.

1. The secretary of state may revoke any license issued under the provisions of this chapter after proper hearing before the secretary, by the sending of due notice of said hearing by registered letter to the transient merchant at the merchant's last known address, return receipt requested, not less than twenty days before the date of said hearing, for any of the following causes:

- a. For any violations of the provisions of [this chapter](#).
- b. For failure to pay the sales tax as provided by law or misrepresentation of the source, condition, quality, weight, or measure of the product sold by the transient merchant.
- c. If any judgment recovered against any transient merchant with reference to the operation of that business remains unpaid for a period of six months provided such judgment be not stayed under a supersedeas bond upon appeal from such judgment.
 2. The secretary of state shall give immediate notice of the revocation of any license issued under the provisions of [this chapter](#) to the surety or sureties furnishing the bond provided for herein.
 3. In the event of such revocation, no other transient merchant license shall be issued to such applicant for a period of two years thereafter.
[C58, 62, 66, 71, 73, 75, 77, 79, 81, §81A.8]
C93, §9C.8
[2008 Acts, ch 1032, §201](#)

9C.9 Penalty.

Any merchant, whether an individual person, a firm, corporation, partnership, or association, violating any of the provisions of [this chapter](#) shall be guilty of a simple misdemeanor. Each sale made in violation of the provisions of [this chapter](#) shall be and constitute a separate offense.

[C58, 62, 66, 71, 73, 75, 77, 79, 81, §81A.9]
C93, §9C.9
[2023 Acts, ch 66, §1](#)

9C.10 Enforcement.

The attorney general, or designees of the attorney general, may seek an injunction from a court of competent jurisdiction in order to prohibit sales by a transient merchant who is in violation of [this chapter](#).

[87 Acts, ch 60, §2](#)
CS87, §81A.10
C93, §9C.10