



Mobile Food Vendor Permit Application

306 Anderson St. Belton, SC 29627

City Hall Office Phone: 864-338-7773

This application is for **Mobile Food Vendors (MFV)** working within the City of Belton. Qualified MFV's must obtain a Belton City Business License and a permit before operating by submitting this application, and associated supporting documentation outlined below, for review by the City of Belton Fire Department and other associated personnel. MFV owners that are deemed qualified will be issued a permit. The permit must be renewed within 12 months of issuance. Permits are subject to revocation or suspension at any time. **Please complete form and submit along with required documents to Belton City Hall, 306 Anderson Street, Belton, SC 29627.**

****Location will need to be discussed and approved prior to setup****

BUSINESS INFORMATION

MFV Company:	
Name of Owner:	
MFV Vehicle Name:	
Address:	City/State/Zip:
Applicant Name:	Applicant Phone:
Applicant Fax:	Applicant Email
Vehicle Make/Model/Year:	License Plate:
Vin#:	Date of Application:

Category of Mobile Food Vendors (check the appropriate category)

A	Mobile Food Vendors operating from cart, trailer, vehicle or similar who are not cooking or warming food and do not utilize any portable power.	
B	Mobile Food Vendors operating from cart, trailer, vehicle or similar who only warm or reheat food and/or utilize portable power or fuel systems.	
C	Mobile Food Vendors who conduct Mobile Food Preparation and cook food (producing grease laden vapors) and/or utilize portable power or fuel systems.	
Vending Type (Circle One)		
Food Truck	Food Trailer	Catering Truck
Ice Cream Truck	Food Tent	Other:

The following checklist is provided as a **summary of the minimum** information that must be included with this application before approval. It is the operator's responsibility to have a thorough working knowledge of the applicable ordinances, codes, and standards. Failure to provide needed information may delay the approval process.

- City of Belton business license issued for the current year
- City of Belton Hospitality Tax Voucher
- Current fire inspection within last 12 months (may be from another agency within Anderson County)
- Hood suppression semiannual inspection/maintenance report
- Copy of all applicable permits, certifications required by DHEC
- Color copy of valid driver's license
- Copy of the vehicle registration
- Proof of general liability insurance for business and vehicle
- Proof of permission to use property for setup and operation of MFV

Vendor Agreement

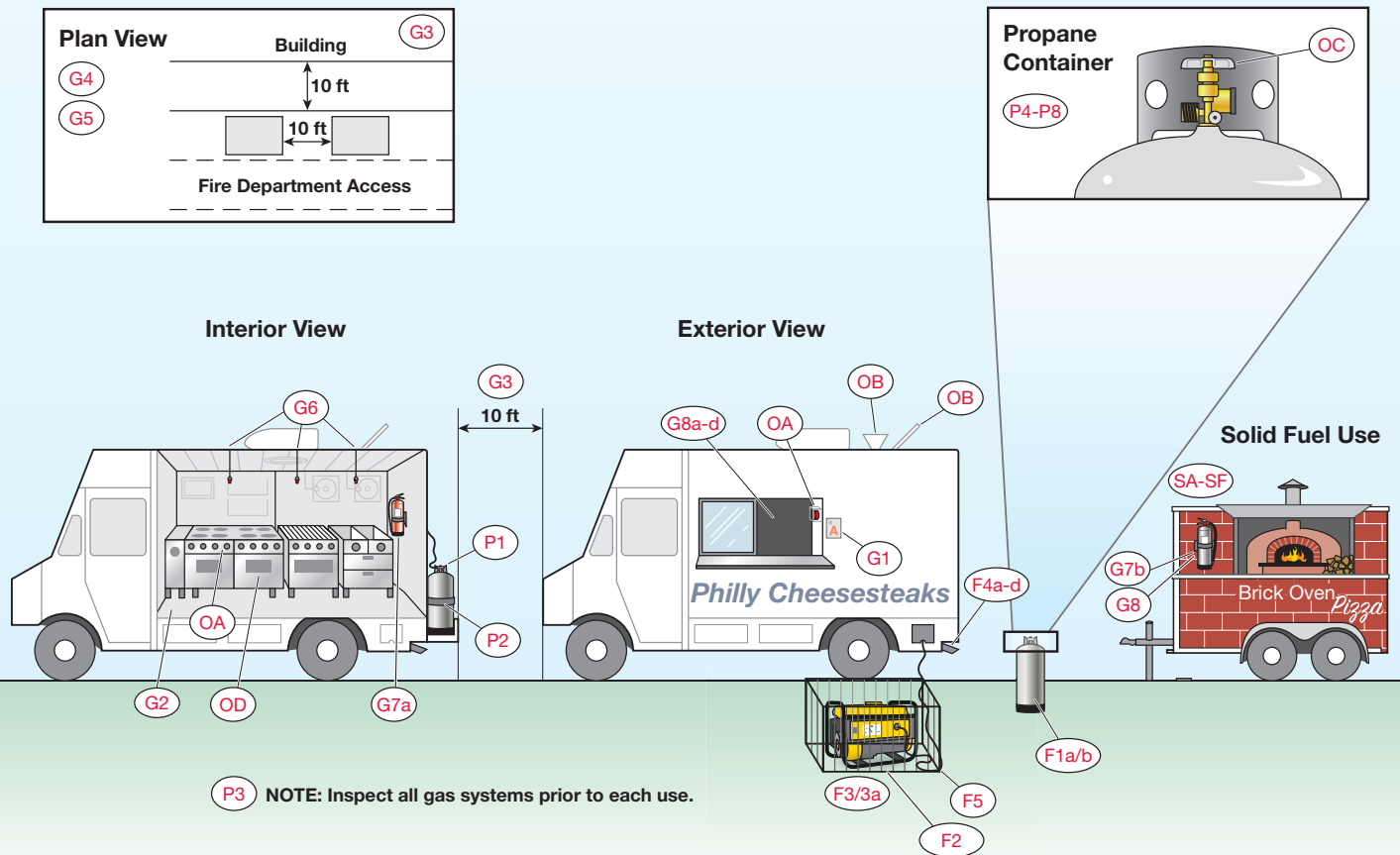
I understand and agree that this permit is for authorization for the time period identified on this permit and the permit remains the property of the City of Belton. By signing below, I certify that I am an authorized agent for the company performing the work stated above, appropriately trained and qualified for the scope of work proposed, and all information provided is true and correct. I understand that if any information provided is found to be incorrect or falsely stated that any permits granted from the application are immediately null and void. I agree to comply with the ordinances of this jurisdiction and to perform the work herein stated in accordance with the submitted plans, specifications, applicable codes and standards, and shall be responsible for any and all violations of state laws and local ordinances. I understand that any deviation of work made without written approval subsequent to the issuance of the permit shall constitute grounds for revocation of such permit and that all work is subject to field inspections. I agree to indemnify and hold harmless the City of Belton events staff, agents, employees and volunteers from any liability, cost, damages, and other expenses suffered or incurred during the event or time period described. All permits expire 365 days from the date of their issuance, unless revoked or suspended.

Name of person submitting application: _____

Signature: _____ Date: _____



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - At least 12 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfpa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code*®, 2020 Edition
 - *National Electrical Code*® *Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition



GENERAL QUESTIONS ABOUT THE CITY OF BELTON HOSPITALITY FEE

1. What is a Hospitality Tax?

A 2% fee imposed on the purchase of modified food and/or beverages intended for immediate consumption by a restaurant, hotel, motel, caterer, mobile food vendor or other food service facility within the city. In addition, the fee shall be imposed on all food and beverages prepared or modified by convenience stores or grocery stores that have specified areas where food and beverages are prepared for immediate consumption or carry out.

2. Why is it necessary to implement a Hospitality Fee?

To fund necessary capital expenditures to promote quality of life, tourism, recreation, including current and future park facilities, cultural, and historic structures, and to provide infrastructure and promotion to and for these projects, without relying solely upon property taxes and business license.

3. Who is responsible for the collection and remittance of the Hospitality Fee?

The food service vendor is liable for the collection of the fee from the patrons, and the monthly remittance of these collections to the City of Belton.

4. How will the fee be remitted?

Fees will be remitted to the Business License Office by the 20th of each month for the prior month's total collections. Each remittance must include a completed Hospitality fee and monthly reporting form.

5. What if my fee payment is delinquent?

A penalty of 5% per month accompany all delinquent remittances, violations for the non-payment of fees and/or penalties are subject to fines, as provided under Section 1-7 of the City Code of Ordinances.

6. Who would pay the 2% hospitality fee on prepared or modified food & beverages?

-Restaurants

-Bars and lounges

- Mobile Food Vendors

-Grocery and convenience stores (If they sell prepared or modified foods and/or beverages)

7. What sales are affected by Hospitality Fee for restaurants, bars, mobile food vendors, and other food service establishment?

All food and beverage sales

CITY OF BELTON

PO Box 828, Belton, SC 29627

2% HOSPITALITY FEE

MONTH: _____, **20** _____ **DUE DATE:** _____ **20, 20** _____ **ACCOUNT #:** _____

NAME & ADDRESS

GROSS PROCEEDS \$ _____

2% OF GROSS PROCEEDS \$ _____

+5% PENALTY PER MO. (IF LATE) \$ _____

SIGNATURE _____

TOTAL DUE \$ _____

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS RETURN AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS A TRUE AND COMPLETE RETURN.

GENERAL INSTRUCTIONS & IMPORTANT INFORMATION

The *City of Belton 2% Hospitality Fee* applies to all gross receipts collected on sale of all Modified or Prepared Foods and Beverages. Additional detailed information can be found at www.cityofbeltonsc.com.

Payment of the Fee shall be the liability of the consumer of the service, and shall be paid at the time of delivery of the service. The Fee shall be collected by the provider or seller of the service.

The provider of the service shall remit the Hospitality Fee by the 20th of the following month. Failure to pay the Hospitality Fee on time carries a 5% per month penalty.

Each return must be signed by the preparer. The preparer's signature certifies that the information submitted is correct and in accordance with the requirements of the City of Belton Ordinance #427.



**APPLICATION FOR BUSINESS LICENSE
CITY OF BELTON**

City Business License MUST be obtained before work can commence with the City of Belton.

BUSINESS NAME: _____

PHYSICAL ADDRESS (IN CITY LIMITS, IF APPLICABLE): _____

MAILING ADDRESS: (IF DIFFERENT) _____

BUSINESS PHONE: _____ NAICS CODE: _____

EMAIL ADDRESS: _____

TYPE OF BUSINESS: _____ INDIVIDUAL _____ PARTNERSHIP _____ CORPORATION _____ OTHER

CONTACT NAME: _____ CONTACT NUMBER: _____

FEDERAL ID/SOCIAL SECURITY NUMBER: _____

BUSINESS DESCRIPTION: _____

GROSS RECEIPTS (JOB CONTRACT AMOUNT): _____

JOB LOCATION (FOR CONTRACTORS): _____

NUMBER OF VEHICLES ON SITE: _____

IS THERE A CURRENT FIRE INSPECTION (WITHIN THE 12 MONTHS) ASSOCIATED WITH THE BUILDING BUSINESS WILL BE LOCATED IN? _____ YES _____ NO

APPLICATION CAN BE COMPLETED AND RETURNED TO CITY HALL:

Mail: City of Belton

Email to: willish@cityofbeltonsc.com

Attn: Helen Willis

PO Box 828

Belton, SC 29627

Additional information, please contact Helen Willis at (864) 338-7773 ext. 102.

SIGNATURE: _____ DATE: _____

Information about City of Belton Business License ordinance can be found online at www.cityofbeltonsc.com.

Mobile Food Vendor Notice of Consent

Consent has been given to _____
for use of property for a mobile food vendor.

Property owner or manager: _____

Property address:

Date of event: _____

Time of event: _____

Consent is revocable in the event the property is sold, under new management or the user fails to meet any agreed upon term or conditions.

User agrees to abide by all Local, State, and Federal laws and any terms or conditions set by the property owner or manager.

Property owner/Manager

Date

Food vendor owner

Date

The City of Belton is not responsible for any damage, theft, trash, accidents, or other issues that may arise from use of this property.