



**MOBILE FOOD ESTABLISHMENT PERMIT APPLICATION**

Business Name: \_\_\_\_\_

Location of Commissary or Servicing Station: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Owner's Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Certified Food Manager: \_\_\_\_\_  
(Copy of certificate must be submitted with application)

**Please check one:**

Food Truck  Mobile Cart

**(\$100 fee for prepare/serve or \$50 fee for prepackaged only)**

Menu Items: \_\_\_\_\_

**\*\*Per Hamilton County Ordinance 16-20-7, each location utilized for food handling and preparation is required to be separately permitted per each business establishment and inspected within Hamilton County. Proof of permit must be provided if product is prepared prior to the event or in another county. A copy of the certified food manager certification is required. Additional information is available by contacting the Health Department.**

The undersigned applies for a license to operate a mobile food service establishment pursuant to retail food establishment sanitation requirements in 410 IAC 7-24. The undersigned certifies receipt of the guidelines for operation, and that the establishment will be operated and maintained in accordance with these conditions.

**Owner or Operator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please enclose the following:**

- Copy of last health inspection
- Copy of Local Health Department permit
- Floor plan of mobile unit
- Mobile plan review packet
- Copy of Certified Food Managers certificate
- Licensed commissary agreement
- Employee health policy
- Payment (check, cash, or money order)

Please submit all applicable documents mentioned above for a timely review of your application and issuance of a permit. All Mobile units must be inspected by our office. **Please allow 30 days for plan review.** An inspector will call after plans have been reviewed to schedule a time for the mobile unit to be inspected.

You must contact the **municipality (city or town)** in which you will be operating your mobile to find out if an additional mobile permit is needed to operate in that jurisdiction.

