



## Mobile Food Vendor Permit Application

Effective January 1, 2026, Pursuant to Ordinance No. 25-05 of the City of Platteville Municipal Code a mobile food vendor permit is required for any person operating, conducting, or managing within the City of Platteville a mobile food establishment shall obtain a mobile food vending permit. Mobile Food Vendors may not operate on public streets or public property unless special permission is granted by the Common Council.

To apply for a permit, submit this application and permit fee to the City Clerk's office. Contact the City Clerk's office for questions at (608) 348-9741 ext. 6.

### **Section A. Permit Type:** (if charitable organization, provide written request to waive fees)

**Daily Permit** – Valid for one day for a maximum of twenty-one (21) hours. Permit fee of \$25.00. Date(s) and Time(s) Requested: \_\_\_\_\_

**Yearly Permit** – Valid for one year ending December 31. Permit fee of \$150.00.

**Background Check Fee** - \$7 per person

### **Section B. Application Checklist:**

Attach a copy of your valid food and beverage license issued by the State of Wisconsin

Attach a copy of the Seller's Permit

Attach Certificate of Liability in the amount of at least \$1,000,000, naming the City of Platteville as additional insured.

Contact Fire Inspector Casey Pickel (608-568-4232) to schedule a fire inspection.

Submit a copy of written permission from the property owner (if applicable)

### **Section C. Applicant Information:**

1. Full Name: \_\_\_\_\_
2. Full Address: \_\_\_\_\_
3. Telephone Number: \_\_\_\_\_
4. E-mail Address: \_\_\_\_\_
5. Driver's License/State ID No: \_\_\_\_\_
6. Date of Birth \_\_\_\_\_

**Section D. Business Information:**

1. Business Name: \_\_\_\_\_
2. WI Seller's Permit No: \_\_\_\_\_
3. Contact Name: \_\_\_\_\_
4. Full Address (If different than above): \_\_\_\_\_
5. Telephone Number: \_\_\_\_\_
6. E-mail Address: \_\_\_\_\_

**Section E. Vehicle/Trailer Description:**

1. Year / Make / Model / Color: \_\_\_\_\_
2. VIN Number: \_\_\_\_\_
3. License Plate No.: \_\_\_\_\_

**Section F. Food Vendor Information:**

1. Nature of business and brief description of the type of food products to be sold: \_\_\_\_\_
2. Address or location from which business will be conducted: \_\_\_\_\_  
\_\_\_\_\_
3. Date(s) and Time(s) of Operation: \_\_\_\_\_

**Section G. Certification and Signature:**

I attest that the information in this application is true and correct to the best of my knowledge. I have reviewed the municipal ordinances that apply to mobile food vendors, and I agree to comply with them. I understand that violation of any regulations pertaining to mobile food establishments may be grounds for revoking a permit and/or forfeiture. I understand that issuance of a permit creates no legal liability, express or implied, on the City of Platteville. I understand that all fees are non-refundable.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**This Section for Office Use Only:**

Date Filed: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_

Police Approval: Y or N \_\_\_\_\_ Fire Inspection: Y or N \_\_\_\_\_

Parks & Rec Director Approval (if in or next to a City Park) Y or N \_\_\_\_\_

Approval Date: \_\_\_\_\_ Permit Issue Date: \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_