



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: _____

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: _____