



# City of Mount Pleasant

*"Experience Our History....Explore Our Possibilities"*

## Department of Planning and Zoning



### Mobile Food Service Vehicles (MFSV) Documents Checklist

#### Suggested order of items

- Step 1:** Fill out application  
 Obtain Tennessee business licenses (by city and home-based county)  
 Make copies of Driver's Licenses and vehicle registration  
 Print out color photos of the vehicle (inside, front, both sides, and back)  
 Obtain copy of automobile insurance
- Step 2:** Obtain a TN Department of Health Inspection Report (this can be done at any TN Department of Health location)
- Step 3:** Obtain a Fire Safety Inspection (this must be done by the Mt. Pleasant Fire Dept. (done by appt. only, 931-379-0361)
- Step 4:** Consult with Planning Dept. about Food Truck Ordinance and obtain signature on Application, 931-379-7717 ext. 116)
- Step 5:** Take all above items to the Building & Codes Dept., with a \$50 application fee, and they will process your application.
- Phone number: 931-379-7717 ext. 116
  - Business hours: M-F 8am-4pm
  - Address: 100 Public Sq. Mt. Pleasant, TN 38474

#### Checklist

<input type="checkbox"/> Fill out application
<input type="checkbox"/> Obtain Tn Business License (by city and home-based county)
<input type="checkbox"/> Make copies of Driver's Licenses and vehicle registration
<input type="checkbox"/> Print out color photos of the vehicle (inside, front, both sides, and back)
<input type="checkbox"/> Obtain copy of automobile insurance
<input type="checkbox"/> Obtain a Tn Department of Health Inspection Report
<input type="checkbox"/> Obtain a Fire Safety Inspection
<input type="checkbox"/> Consult with Planning Dept. about food truck ordinance & obtain signature on Application form
<input type="checkbox"/> Take all above items to the Building & Codes Dept. with a \$50 application fee.

The list above is for reference only. Additional documents or information may be required by the City of Mt. Pleasant.

# City of Mount Pleasant Permit Application for Mobile Food Service Vehicle

100 Public Square • Mount Pleasant, TN 38474 • 931-379-7717

NOTE: This application must be filled out completely. Application for a permit does not guarantee that a permit will be granted. Application approval is based upon compliance of the Mobile Food Service Vehicle (MFSV) with state and local health requirements and City of Mount Pleasant ordinances governing MFSV operation.

Business Name		
MFSV Name		
MFSV Owner	Owner Phone	
Owner Street Address		
City, State, Zip	Owner Email	
MFSV Operator	Operator Phone	
City Business License Number	County Business License Number	
TN Department of Health License Number		
Applicant's Driver License Number (list state if not TN): Please attach to this application copies of the driver licenses of all drivers of the MFSV.		
Type of Vehicle: <input type="checkbox"/> Truck <input type="checkbox"/> Other (specify) Please attach a color photo of the vehicle: 1) front; 2) side; 3) back		
Vehicle Make	Model	Year
Vehicle Weight If weight exceeds 26,000 lbs., a Commercial Driver License is required.	Vehicle License Plate Number Please attach copy of registration. List state if not TN	
Will the MFSV use a deep fryer or flat top griddle for food preparation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will propane be used on the MFSV?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the MFSV equipped to use shore power?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

- Applicable Fee:  Annual Permit (valid for one year) - \$50  
 Renewal Application  
 (application must be made within 5 business days of expiration) - \$50  
 If this is a Renewal Application, please check here if changes have been made to the MFSV since its last inspection by the City of Mount Pleasant.

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A Mobile Food Service Vehicle CANNOT operate in the City of Mount Pleasant unless the MFSV has a valid Mobile Service Permit issued by the City and complies with all applicable laws and regulations.

I certify that all information in this application and the required documents is accurate to the best of my knowledge. I agree to comply with the City of Mount Pleasant regulations regarding MFSVs. I understand that if any changes are made to the information included in this application, I should notify the City.

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Signature of Applicant

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Printed Name of Applicant

# City of Mount Pleasant

## Required Documents Checklist

The list below is for reference only.  
Additional documents or information may be required by the City of Mount Pleasant

<b>Required Items with the Application</b>
Copy of Tennessee business licenses (by city or home-based county)
Copy of TN Department of Health Inspection Report (Minimum 70% or better)
Copy of driver license(s) and vehicle registration
Fire Department Inspection Report
Permit fee payable to the City of Mount Pleasant - Building and Codes Department
Automobile Insurance
Color Photos of Vehicle (inside, front, side, and back)

### **(Office Use Only)**

- Confirmation by Planning Department that the applicant has satisfied all requirements set forth in this ordinance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Planning Department Representative