



The Village of Doylestown

Zoning Department

24 South Portage Street
Doylestown OH 44230



A VILLAGE WITH VALUES

A TOWN OF TRADITIONS

Mobile Food Vendor Requirements & Rules

License & Approval

- A Mobile Food Vendor License is required in the Village, to operate on public streets, public rights-of-way, public property, and private property if customer lines, equipment, or service extend into the public right-of-way.
- Vendors must submit a Mobile Food Vendor License Application to Village Hall.
- Each vendor unit (truck, trailer, cart, etc.) requires a separate license and must be displayed when operating.
- Licenses expire December 31 each year and are not transferable.
- License fees may be waived for Village-approved sponsorships, but all rules still apply.
- Charitable and nonprofit organizations are exempt from licensing when operating for nonprofit purposes, but must still submit an application for coordination.

General Rules

- Vendors may not block sidewalks, intersections, driveways, hydrants, crosswalks, fire lanes, or municipal entrances.
- Vendors may operate 7:00 a.m. – 10:00 p.m. on public property, extended hours require written approval from the Village Administrator.
- Vendors may operate on private property only with the owner's permission.
- Vendors must keep the area within 20 feet of the unit clean. All trash generated must be removed daily.
- No grease, wastewater, or debris may be discharged onto public property.
- Generators must comply with Village noise regulations.
- Music, lighting, and advertising may not disturb residents or interfere with Village operations.
- Vendors must comply with Ohio Administrative Code Chapter 3717, Ohio Fire Code, and all applicable Village ordinances.
- Vendor units are subject to inspection by Village officials, police, fire, and health authorities during operation.
- Violations are subject to civil penalties set by the Village. Each day a violation continues is a separate offense.
- Licenses may be suspended or revoked for violations, misrepresentation, safety issues, or unlawful conduct.



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MOBILE FOOD VENDOR LICENSE APPLICATION

FEE: \$100.00

1. NAME OF BUSINESS ENTITY: _____
2. OWNER/ RESPONSIBLE PARTY NAME: _____
3. PERMANENT ADDRESS: _____
4. LOCAL ADDRESS (IF DIFFERENT): _____
5. PHONE NUMBER OF OWNER / RESPONSIBLE PARTY: _____
6. EMAIL ADDRESS OF OWNER / RESPONSIBLE PARTY: _____
7. TAX ID OR VENDOR REGISTRATION NO.: _____
8. NAME OF BUSINESS (DBA): _____
9. NAME OF INDIVIDUAL WITH MANAGEMENT AUTHORITY (IF DIFFERENT): _____

10. RELATIONSHIP BETWEEN PROPERTY OWNER AND APPLICANT (IF APPLICABLE): _____

11. VENDOR UNIT TYPE: Truck Trailer Cart Other: _____
12. MAKE / MODEL: _____ PLATE / REGISTRATION NO.: _____
13. DIMENSIONS (LENGTH X WIDTH): _____
14. GENERATOR USED? Yes No IF YES, DESCRIBE TYPE: _____
15. PROPANE OR FUEL SYSTEMS USED? Yes No
16. COMMISSARY / BASE KITCHEN NAME & ADDRESS (IF APPLICABLE): _____

17. NATURE OF FOOD / BEVERAGES TO BE OFFERED: _____

18. HOURS OF OPERATION: _____
19. ATTACH COPY OF VALID OHIO MOBILE FOOD SERVICE OPERATION / MOBILE RETAIL
 FOOD ESTABLISHMENT LICENSE
 ISSUING COUNTY: _____ EXPIRATION DATE: _____



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- 20. ATTACH FIRE SAFETY COMPLIANCE DOCUMENTATION
- 21. FIRE INSPECTION REPORT
- 22. ABC EXTINGUISHER
- 23. CLASS K EXTINGUISHER (IF FRYING)
- 24. LP PRESSURE / LEAK TEST (IF APPLICABLE)
- 25. CO DETECTOR IF ENCLOSED UNIT
- 26. CERTIFICATE OF LIABILITY INSURANCE (NAMING VILLAGE OF DOYLESTOWN AS ADDITIONAL INSURED, MINIMUM \$1,000,000 PER OCCURRENCE)

EXEMPTIONS AND WAIVERS (IF APPLICABLE)

- 27. I AM REQUESTING A MOBILE FOOD VENDOR LICENSE FEE WAIVER BASED ON APPROVED VILLAGE SPONSORSHIP CONTRIBUTION. DESCRIPTION OF SPONSORSHIP, EVENT OR IN-KIND SUPPORT: _____

(NOTE:APPLICATION AND LICENSE APPROVAL IS STILL REQUIRED EVEN IF FEE IS WAIVED).

- 28. I AM REQUESTING A MOBILE FOOD VENDOR LICENSE FEE EXEMPTION AS A QUALIFIED PUBLIC-SERVICE OR CHARITABLE ORGANIZATION. NAME OF ORGANIZATION: _____

(NOTE:APPLICATION AND LICENSE APPROVAL IS STILL REQUIRED EVEN IF FEE IS WAIVED).

- 29. TYPE OF ORGANIZATION: Church School Recognized Civic Association Garden Club
 Nonprofit Entity Other: _____

30. APPLICANT SIGNATURE: _____ DATE: _____

31. PRINTED NAME: _____

FOR VILLAGE USE ONLY

APPLICATION RECEIVED BY: _____ DATE: _____

FEE WAIVER/ EXEMPTION APPROVED