



City of Norwalk  
705 North Ave.  
Norwalk, IA 50211  
Phone: 515-981-0228  
Fax: 515-981-0933  
Email: lindseyo@norwalk.iowa.gov

## **Application for Mobile Food Unit License**

### **City of Norwalk Municipal Code Chapter 126 - Mobile Food Vendors and Chapter 177 Rates & Fees**

It is unlawful for any person to engage in the sale of food or beverages to the public from a Mobile Food Unit within the corporate limits of the City without first obtaining a mobile food unit license from the City, in addition to any other state, federal, or county permits, certifications, and licenses.

- A Mobile Food Unit may be defined as, but is not limited to, the below descriptions:
  - Food Cart - a non-self-propelled vehicle food establishment which facilitates the preparation, marketing, and sale of food that is whole and unprocessed, prepared, packaged, and/or non-potentially hazardous or commissary wrapped food maintained at proper temperatures or precooked foods that require limited assembly, such as frankfurters.
  - Food Stand - any article, device, fixture or equipment that is used as a place to provide food that includes, but is not limited to, food tents, food shacks, food pods or food booths that are non-motorized, with or without a mobile kitchen, and facilitates the preparation, marketing, and sale of food that is whole and unprocessed, prepared and/or not potentially hazardous. Food stands are not lawfully permitted as a permanent structure.
  - Food Truck - a self-propelled or non-self-propelled vehicle or trailer that is operable and currently licensed through the Department of Motor Vehicles. A food truck contains a mobile kitchen and facilitates the preparation, marketing, and sale of food that is whole and unprocessed, packaged, prepared, and/or not potentially hazardous.
  
- A Mobile Food Vendor is the person, corporation, entity or group obtaining the license to prepare, market or sell food from a mobile vending unit or food stand.
  
- Mobile Food Unit Licenses are annual licenses that will expire December 31st of each year and must be renewed prior to the first event after that date. A single-event mobile food unit license may be issued for a duration of no more than 3 consecutive days.
  
- Each Mobile Food Unit shall be licensed separately. No license transfers are allowed.



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- Any food service to the public in the City is expected to comply with all other local, county and state requirements for health inspections, licensing, safety, and fire code requirements.
- Complete applications and all supporting documentation, including background checks and operation permits (if applicable), must be submitted to the City Clerk's Office not less than 10 business days prior to the proposed start date of the mobile food unit activities.
- The City Clerk's Office reserves the right to reject any applications that have not been timely submitted to the City Clerk's Office.
- An application is considered withdrawn if the applicant has not submitted the required contents and if the applicant has not communicated in writing with the City Clerk's Office and made reasonable progress within 30 days of the application date. Withdrawn applications shall require submission of a new application and new non-refundable application fee.
- Receiving approval of a Mobile Food Unit License from the City Clerk's Office shall not preclude, supersede, circumvent, or waive the applicant's responsibility to obtain any additional permits, licenses, and approvals for other applicable local, state, and federal regulations.
- An application fee shall be paid by the applicant for the permit upon submission of this application and is nonrefundable.



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Type of License:  1-3 Day  1 Year

Applicants Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Description of the kitchen facilities, cooking facilities, preparation area, and safety features (such as, but not limited to, fire suppression system) of the mobile food unit:**

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**Overall size of vehicle (length and width)** \_\_\_\_\_

**Permit Application Fee(s):**

1-3 day license: \$75.00

1 year license: \$250.00

**Other information required to be attached to this application:**

- Location map indicating where sales are proposed to take place
- Regulatory authorities, such as State or County inspection certificates
- Vehicle Registration
- Photographs of the mobile food unit from the front, side, and back
- Proof of general liability insurance in the amount of at least \$500,000 per occurrent/\$1M aggregate and \$500,000 for property damage
- A Certificate of Insurance naming the City of Norwalk as a "Certificate Holder"
- Written consent of the property owner(s) or lessee(s) to use the property on which they propose to operate and acknowledging property owner or lessee is jointly and severally, with the vendor, responsible for compliance with Chapter 126 of the Norwalk Municipal Code and to ensure the safety of pedestrians and access of emergency vehicles to and around the site.
- Obtain and provide a criminal history report, which can be obtained from the Iowa Department of Public Safety. This report will be used to review the applicant and may be justification for the denial of a permit