



**CITY OF ST. MARYS, GEORGIA**  
**TEMPORARY SALES, SOLICITORS,  
MOBILE FOOD TRUCKS AND VENDORS PERMIT**  
**PLAN REVIEW PACKET**

**TS**

SECTION 22, ARTICLE VI OF THE CITY OF ST. MARYS CODE OF ORDINANCES REGULATES MOBILE FOOD TRUCKS, VENDORS AND TEMPORARY SALES/SOLICITORS WITHIN THE CITY OF ST. MARYS. THIS PACKET HAS BEEN PROVIDED TO ASSIST YOU WITH YOUR APPLICATION TO OPERATE A MOBILE FOOD TRUCK/VENDOR AND OR TEMPORARY SALES LICENSE.

IF YOU HAVE ANY QUESTIONS REGARDING THE APPLICATION PROCESS, YOU CAN CONTACT THE ST. MARYS COMMUNITY DEVELOPMENT DEPARTMENT AT (912) 510-4032 FOR ASSISTANCE.

**THE PACKET CONSISTS OF THE FOLLOWING INFORMATION:**

- 1) APPLICATION FOR LICENSE
- 2) APPLICANT CHECKLIST FOR MOBILE FOOD TRUCKS/VENDORS
- 3) MOBILE FOOD TRUCK/VENDOR UNIT ITINERARY AND OPERATING SCHEDULE
- 4) VENDING ZONE MAP

ALL PERMITS WILL BE ISSUED FOR ONE CALENDAR YEAR AND EXCLUDING ALL OFFICIAL CITY OF ST. MARYS FESTIVAL DAYS: INCLUDING, BUT NOT LIMITED TO MARDI GRAS, FOURTH OF JULY, ROCK SHRIMP AND WOUNDED WARRIOR DAYS AND COMMUNITY MARKET DAYS. PARTIAL YEAR PERMITS SHALL BE PRORATED BY MONTH, WITH NO GUARANTEED FUTURE RENEWAL OF ANY LICENSE, OR ANY GUARANTEE OF CONTINUANCE OF THIS AGREEMENT BEYOND ONE CALENDAR YEAR. NO PERMIT ISSUED UNDER THIS ARTICLE MAY BE PRORATED, TRANSFERRED, OR ASSIGNED OR USED BY ANY PERSON OTHER THAN THE ONE TO WHOM IT IS ISSUED.

PLEASE COMPLETE THE ATTACHED DOCUMENTS AND SUBMIT THEM TO THE COMMUNITY DEVELOPMENT DEPARTMENT FOR REVIEW. PENDING APPLICATIONS ARE REVIEWED WEDNESDAY BY A PERMIT REVIEW BOARD AND ARE NOT ISSUED UNTIL THE REVIEW BOARD APPROVES THE COMPLETE APPLICATION.

**PERMITTED HOURS OF OPERATION FOR MOBILE FOOD TRUCKS AND VENDORS: 7:00AM TO 9:00 PM**

**VIOLATIONS OF THIS ARTICLE ARE SUBJECT TO THE FOLLOWING SANCTIONS, WHICH MAY NOT BE WAIVED OR REDUCED AND WHICH MAY BE COMBINED WITH ANY OTHER LEGAL REMEDY AVAILABLE TO THE CITY:**

- A) FIRST VIOLATION: \$500
- B) SECOND VIOLATION WITHIN 12 MONTHS FOLLOWING FIRST VIOLATION: \$750
- C) THIRD VIOLATION WITHIN 12 MONTHS FOLLOWING THE FIRST VIOLATION: \$1,000 AND REVOCATION OF MOBILE FOOD SERVICE PERMIT.

**TEMPORARY SALES/SOLICITOR'S PROHIBITED ACTS:**

1. SOLICITING OR SELLING WITHIN NEIGHBORHOODS OR AT RESIDENCES POSTED AS "NO SOLICITING OR SELLING" OR ANY WORDING TO THAT EFFECT.
2. NO DOOR-TO-DOOR SOLICITING ON SUNDAYS OR BETWEEN THE HOURS OF 6:00 PM AND 10:00 AM.
3. ENTERING ANY PRIVATE DWELLING WITHOUT BEING INVITED.
4. FAILING TO HAVE A COPY OF PERMIT AND SHOWING WHEN REQUESTED.
5. MAKING FALSE STATEMENTS ON ANY SOLICITOR OR TEMPORARY SALES PERMIT APPLICATION.
6. VIOLATION OF ANY AND ALL CITY, COUNTY OR STATE ORDINANCES OR LAW.
7. OPERATING MORE THAN TWO TEMPORARY SALES BUSINESSES WITHIN ONE BLOCK.



**CITY OF ST. MARYS, GEORGIA**  
**TEMPORARY SALES, SOLICITORS,**  
**MOBILE FOOD TRUCKS AND VENDORS PERMIT**

**TS**

**APPLICATION SUBMITTED FOR:**

**APPLICATION #** \_\_\_\_\_

TEMPORARY SALES/SOLICITORS     MOBILE FOOD TRUCK     VENDORS PERMIT

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LIST NAME AND ADDRESS OF OWNER: \_\_\_\_\_

NAME AND ADDRESS OF OPERATORS OF MOBILE FOOD TRUCK (IF NOT OWNER): \_\_\_\_\_

PICTURE ID: \_\_\_\_\_ COPY OF COUNTY OR STATE PERMIT: \_\_\_\_\_

CURRENT OCCUPATIONAL TAX LICENSE: \_\_\_\_\_

SITE PLAN ATTACHED: \_\_\_\_\_ PRODUCT SOLD: \_\_\_\_\_

VEHICLE LICENSE AND DESCRIPTION: \_\_\_\_\_

COPY OF VEHICLE INSURANCE: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

SIZE OF FOOD TRUCK OR FOOD TRAILER: \_\_\_\_\_

THE APPLICANT SHALL, IN ADVANCE, OBTAIN AN OCCUPATIONAL TAX LICENSE AND PAY THE CITY A FEE OF \$300 PER YEAR REDUCED BY \$25 FOR ANY FULL MONTH ALREADY PASSED AT THE TIME OF THE ISSUANCE OF THE PERMIT, FOR MOBILE TRUCK SALES, VENDORS AND TEMPORARY SALES/SOLICITOR'S PERMITS. NO EVENT MAY CAUSE TRAFFIC CONGESTION OR ADVERSELY AFFECT SURROUNDING AREAS.

EVENT ADDRESS: \_\_\_\_\_

TAX PARCEL OF LOCATION: \_\_\_\_\_

OWNER OF SITE: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

DESCRIBE PARKING ARRANGEMENTS AND POTENTIAL TRAFFIC PROBLEMS: \_\_\_\_\_

I UNDERSTAND THAT I AND/OR THE GROUP I REPRESENT CARRY THE BURDEN OF PROVING THE NEED FOR THIS PERMIT. FURTHER, I/WE ARE RESPONSIBLE FOR THE CONDITION OF THE SITE WHILE THIS PERMIT IS IN EFFECT. TO THIS END, I/WE UNDERSTAND THAT I/WE ARE RESPONSIBLE FOR COMPLYING WITH ANY RULES, REGULATIONS OR ORDINANCES APPLYING TO TEMPORARY SALES, SOLICITING, MOBILE FOOD TRUCKS AND VENDORS AS WELL AS TRAFFIC SAFETY.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

COMMUNITY DEVELOPMENT DIRECTOR/ ASST. COMMUNITY DEVELOPMENT DIRECTOR

DATE APPLICANT NOTIFIED: \_\_\_\_\_

PAYMENT AMOUNT: \_\_\_\_\_ MADE BY: CHECK \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ CC: \_\_\_\_\_



# CITY OF ST. MARYS, GEORGIA MOBILE FOOD UNIT ITINERARY AND OPERATING SCHEDULE

# TS

I plan on operating at one location.

Location address: \_\_\_\_\_  
Number Street City State

I plan on operating at multiple locations.

List all locations where you plan to operate. If operating in multiple locations, indicate the approximate time and dates you will be at each location.

OPERATING LOCATION	APPROXIMATE DATE/TIME AT LOCATION



# **CITY OF ST. MARYS, GEORGIA**

## **APPLICANT'S CHECKLIST FOR MOBILE FOOD UNITS**

# TS

This sheet is intended to assist with your submittal application. Once all information has been obtained, submit the required forms with your application for review. Please mark the following that are included with your application.

- Food Service Permit from the Environmental Health Department or Department of the Department of Agriculture**
- Mobile Food and Vending Location Plan & Agreement**
- Mobile Food Unit Itinerary and Operating Schedule**
- Mobile Food Restroom Agreement**
- Approved Permit and Inspection Certificate for the Base of Operation**
- Copy of Occupational Tax License**
- Copy of Mobile Food Service Unit's Food & Beverage Menu**
- Itemized List of Items To Be Sold**
- Completed St. Marys Food Service or Vendors Application**
- Photos of Requested Signage**
- Letter of Consent of Property Owner (If on private property)**
- Photo of Mobile Food Service and Vending Unit**
- Site Plan for Temporary Seating**

Please submit all the applicable documents with your application with the required application fee to the City of St. Marys Community Development Department, 418 Osborne Street, St. Marys, GA, 31558. Approval from the City of St. Marys must be obtained prior to the operation of your unit.