



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Food Truck Operating on Private Property Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete application packet must include, in addition to the completed application:

A plot plan or site plan of the property showing location of the food truck and complete locations of parking and existing building locations (including dimensions for all).

Zoning map with radius (65' or 200') showing distance from Food Truck location to fixed-based food service establishments

Written notice of approval of owners

Photographs of the food truck

Electronic files in PDF format are also required (separate PDFs per document, and named appropriately)

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application will be refused.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 permit fee

This is not a Permit; you may not commence any work until the Permit is issued.



Permit Application

Food Truck Operating on Private Property

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Business Name (d/b/a): Applicant Name: Address: City, State & Zip: Telephone & E-mail:	Tax Assessor's Information: Chart# Block# Lot#
Lessee/Owner Name (if different from applicant): Address: City, State & Zip: Telephone & E-mail:	Cost: Permit Fee: \$ 30 Total Fees: \$ _____
Proposed Location Address:	
Proposed Location Zone (i.e. B-2):	
Current Use (i.e. commercial retail):	Proposed Use: Food Truck
Mobile FSE License Number:	
Dimensions of Food Truck: (maximum width 10' including side extension or awning and maximum length including food truck with attached trailer is 40')	
<input type="checkbox"/> On-peninsula: Is the proposed location at least 65' from the nearest fixed-base food service establishment? <input type="checkbox"/> Yes <input type="checkbox"/> Off-peninsula: Is the proposed location at least 200' from the nearest fixed-base food service establishment? <input type="checkbox"/> Yes	
Checklist:	
<input type="checkbox"/> Plot plan of property showing location of Food Truck and dimensional setbacks <input type="checkbox"/> Zoning map with radius (65' or 200') showing distance from Food Truck location to fixed-base food service establishments <input type="checkbox"/> Photograph of Food Truck <input type="checkbox"/> Letter of permission from property owner	

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

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I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed use and that I have been authorized by the owner to make this application as his/her authorized agent. By signing below I agree to abide by all laws, orders, ordinances, rules and regulations governing the above use and agree to conform to all applicable laws of this jurisdiction. I further agree that any misstatement of material fact may result in refusal of permit or revocation if one has been granted. In addition, if a permit for use described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature:	Date:
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This is not a permit; you may not locate on site until the permit is issued.



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Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.

Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.

I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature:

Date:

I have provided digital copies and sent them on:

Date:

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.