

**Department of Permitting and Inspections**

# 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 Department of Permitting & Inspections on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Inspections office, room 315 City Hall, call 874-8703, or e-mail us at [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

**Permit Fee: \$30.00 permit fee**

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