



CERTIFICATE OF OCCUPANCY TEMPORARY FOOD TRUCK SITE APPLICATION INFORMATION

HOW TO GET A CERTIFICATE OF OCCUPANCY FOR A FOOD TRUCK TEMPORARY SITE

REQUIRED DOCUMENTS – submitted online at [Plans and Permits](#)

1. **Certificate of Occupancy electronic application.** A Host Business must be the applicant. A Temporary Food Truck Site is an extension of a current Certificate of Occupancy as a temporary use.
2. **Site plan** – A site plan is required showing proposed Food Truck operations/locations and demonstrating compliance with site requirements. This plan must be to scale and reflect all improvements on the lot including but not limited to parking, fire lanes, site access and structures.

Additional documents may be required during review depending on site specific conditions.

General Site Requirement

1. Food Trucks shall not be located within ten (10) feet from any permanent structure, other Food Truck or other vehicle.
2. Food Trucks shall not be located within the required front yard setback line of a property, as established by the Zoning Ordinance or applicable plat, ten (10) feet from interior property lines or one hundred (100) feet from a residential zoning district.
3. Food Trucks shall not be parked in required parking spaces, fire lanes, dedicated easements, drive aisles or other vehicular or pedestrian access ways.
4. Food Trucks shall not be located within twenty (20) feet of outdoor restaurant seating areas of a restaurant establishment other than the Host Business without the written consent of the restaurant owner or owner's authorized representative.
5. Overflow parking on adjacent properties shall be permitted only with the written consent of the adjacent property owner or owner's authorized representative.

Conditions of Approval

1. A Temporary Certificate of Occupancy for a Food Truck Temporary Site shall be valid for one hundred eighty (180).
2. Food Trucks shall be permitted to operate only during the posted business hours of the Host Business (See Ord# 2021-4-23 for exceptions to concert and sporting events).
3. Public sanitary toilets and public hand-washing facilities shall be required within two hundred (250) feet of Food Trucks. Such facilities shall be available to the public during all periods of Food Truck operations.
4. A Temporary Site Owner shall first obtain all required permits and approvals necessary for the operation of the Food Truck Temporary Site including Food Establishment (Health) and Fire Department Permits.