

MOBILE FOOD TRUCKS CITY OF MAULDIN



Getting Started...

In order to operate a food truck in the City of Mauldin, you should first become familiar with the following ordinance sections as it contains *important information regarding permitting timeframes, separation requirements from existing restaurant establishments and residential uses; as well as other information necessary to assist in selecting a proper site to operate from.*

[TEMPORARY MOBILE FOOD SALES – SECTIONS 9:1:6 & 9:1:10](#)

[HOSPITALITY TAX INFORMATION](#)

Once you've selected a location, we advise setting up a short meeting with a member of the Business and Development Services Department to discuss your plans. At that meeting staff will go over the requirements and provide you with the proper paperwork to get you started including, a Temporary Use Permit, Mobile Food Vendor Decal, and Business License application.

Submittal Requirements...

Step 1: Complete the Temporary Use Permit Application requirements. This permit tells us the address of where your food truck will be located, where on the site the truck will be set-up, and also verifies that you have obtained permission from the property owner to operate from their site and to allow access to their restroom facilities as required by state law.

The Temporary Use Permit application may be filled out by you or the property owner. If you are completing the application, a letter from the property owner must accompany the application stating that they have granted permission to you to use the site and facilities on the days you plan to operate.

Step 2: Complete a City of Mauldin Business License application and the information necessary to obtain an Annual Mobile Food Vendor Decal.

Step 3: Staff reviews the application packet within ten (10) business days.

Step 4: Upon approval, pay remaining fees and pick up Mobile Food Vendor Decal.

Fees...

Temporary Use Application Fee:	\$ 35.00
Annual Mobile Food Vendor Decal Fee:	\$ 50.00
Business License Fee:	
<u>Rate Class 101</u>	
Minimum on first \$2,000	\$ 55.00
Per \$1,000 or fraction, over \$2,000	\$ 1.80 per thousand

The following checklists provide the information you will need to complete and submit to the Business and Development Services office for review and approval.

Temporary Use Permit – Mobile Food Truck Sites (Step 1)

Requirements:

	Completed Temporary Use Permit (Short-term/Mobile food sales)
	Site plan drawn to scale that shows where the truck will be located, how far away it will be located from the building, the road, or other structures on the premises
	Duration: Provide days and hours of operation – not to exceed ninety (90) calendar days
	Verification that the selected location is not within 250 feet of an existing eating establishment
	Letter from property owner granting access to property and permission for use of facilities for listed operating times.
	Fee - Temporary Use (Short Term / Mobile Food Truck) Permit

Mobile Food Trucks –Business License and Mobile Food Vendor Decal

Requirements:

	Business License Application - Refer to fee schedule
	Copy of SCDHEC permit for approval for Mobile Food
	NSF Equipment approval sheets
	Log of SCDHEC commissary inspections to date
	Description of goods to be sold
	Name, address and contact number of Commissary
	A color photograph of the applicant taken within thirty (30) days prior to the date of filing
	A ten-year background check from SLED (https://catch.sled.sc.gov/) to include information as to whether or not the applicant has been convicted of any criminal offense, other than a moving violation, and the punishment or penalty assessed therefore
	A ten-year driving record. Certified by the SC Department of Transportation or the comparable agency of any state in which the applicant has lived in the past ten (10) years
	A copy of the vehicles registration and insurance
	Color photographs of the vehicle’s interior, exterior, equipment and set up
	Completed Hospitality Tax Form
	Fee - Mobile Food Vendor Decal