



## Food Vendor Program for Designated Business Districts Policies and Procedures



### Introduction

The City of Norfolk shall administer a program to receive, review and approve permit applications for mobile food vendors that desire to vend in designated business districts. This policy sets out guidelines for the permitting process for vending in designated food truck zones in designated business districts. This policy does not cover participation in Special Events. To participate in Special Events, all vendors must comply with the additional rules and regulations laid forth in the [City's Special Event Application](#).

Any questions relative to the 2015 Food Vendor Program can be directed to Paul Filion, Dept. of Public Works, paul.filion@norfolk.gov or (757) 664-4284.

### I: Designated Vending Sites

The following are the food truck zones designated public vending sites for mobile food trucks/trailers:

- 100 block of Bank Street at MacArthur Square
  - 1200 block of Boissevain Avenue in Chelsea
  - 1300 block Raleigh Avenue in Chelsea
  - 800 block of Front Street at Fort Norfolk
  - 800 block of Woodis Avenue at Fort Norfolk
  - 700 block of Granby Street in the Arts and Design District
- A. The entire operation of a food truck/ trailer must fit in the spaces designated as Food Vendor Parking. Vehicles that do not fit within the designated spaces will not be permitted to operate in the program.
  - B. Each food truck/trailer site shall not be within 10 feet of an intersection, crosswalk, driveway, bus stop, taxi stand or handicapped parking space, will not be situated in any part of a designated loading zone or fire lane.
  - C. Specific meters assigned to vendors will be recorded and marked by bags and signs affixed to each assigned meter indicating "Food Vendor Parking Only." The permit issued will contain an unique vendor number for all vendors in the program. Permit must be displayed on windshield during vending operations.
  - D. Food vendors are to comply with posted vending hours and not leave truck/trailers beyond the allowable vending hours. Trucks/trailers left beyond these hours are subject to towing.

- E. The City may adjust these sites in cases of construction or other circumstances as approved by the City Manager.
- F. The City may consider additional locations based on demand and impact.

### **III. Vending Permit Application Process**

- A. Interested food truck/trailer vendors must complete the Food Vendor Permit Application online at [www.norfolk.gov](http://www.norfolk.gov) or in person at the Department of General Services, Division of Parking at 222 E. Main St., from 8 a.m. to 5 p.m. The City will verify all permits have been obtained prior to issuing a vending permit/decal to the selected vendor.
- B. Required permits and licenses include a Norfolk Business License from the Commissioner of Revenue, a Health Permit from the Norfolk Department of Health, a Fire Inspection and decal from Norfolk Fire Marshal's Office and a Vendor Parking Permit and decal from the Norfolk Department of General Services, Division of Parking.
- C. The mobile food operations must submit all required documents, pass all physical inspections, provide payment and hold a permit decal to participate in the program.
- D. Vendor applications will be accepted for a specified time frame and must be completed online or delivered to the Department of General Services, Division of Parking during normal business hours. Vending will commence no later than 45 days from acceptance into the program.
- E. Staff will review applications for completion and no application will be accepted unless deemed complete.

### **IV. Program Fees**

- A. All vendors must submit the appropriate program fee as outlined below.
- B. The parking permit fee is \$350 per vendor for the 2015 season. This fee is subject to change.
- C. The full annual program fee is due upon acceptance into the Norfolk Food Vendor Program. If a vendor chooses to withdraw from the program, the annual fee is forfeited. Fees for the fire inspection and health permit are also annual fees and will not be refunded.
- D. The business license fee is a flat fee and cannot be refunded. Meal tax bonds are refundable only if the participant goes out of business or moves their business out of the City of Norfolk. The meal tax bonds can be cash, surety or a letter of credit.

**V. Rules and Regulations**

- A. Allowable vehicles include enclosed trucks and trailers for parking spaces in which service is provided to customers through the side of the vehicle at the sidewalk only. Canteen trucks that require or encourage standing in the street or behind the vehicle are not allowed.
- B. Mobile food vendors are required to maintain minimum standards for continued participation in the program. Standards include, but are not limited to, the following:
  - Floors, walls, ceilings and food contact surfaces must be easily cleanable (i.e. stainless steel, aluminum or other approved non-corrosive and non-rusting metal)
  - Surfaces must be waterproof, smooth, readily cleanable, and resistant to dents and scratches
  - All outer openings must be screened and/or sealed when not operating
  - Serving areas on top of carts and truck serving windows may be made of whatever material is appropriate for food preparation: metal, tile, synthetic countertop, etc.)
  - There should be no structural defects (i.e. holes, openings, rust, seams or broken parts)
  - Business name should be affixed to the back or side of the operation and clearly visible to customers
- C. Trucks or trailers must be sized to fit into the parking spaces. Space dimensions are typically 8'X22'.
- D. Only one permitted vendor will be allowed to vend at each designated public space at any time. Subleasing is not permitted. The permit covers only the vehicle on file. If a secondary or alternate vehicle is used for the business, it must also carry an updated fire inspection decal after being inspected and approved by the Fire Marshal's office.
- E. Vending at designated food truck zones will be allowed at the times listed below. No vending operations shall take place outside the hours noted.
  - 1. MacArthur Square (Bank Street) Location: M-F, 10 am to 2 pm only
  - 2. All other food truck zones:

Sunday	8:00 am – 12:00 am
Monday-Thursday	6:00 am – 12:00 am
Friday	6:00 am – 2:00 am
Saturday	8:00 am – 2:00 am
- F. MacArthur Square locations are regulated by the lunch meal time only which is designated from 10 a.m. to 2 p.m., Monday through Friday. This timeframe includes an hour for set-up and with lunch being served from 11 a.m. to 2 p.m.
- G. All sales must be made on the sidewalk directly from the licensed unit.

- H. Mobile food trucks/trailers must park in the same direction as traffic.
- I. If any area is closed for an emergency or other permitted activity, no vendors will be allowed to set up. Areas will be monitored for compliance and any violations could result in a permit being suspended or revoked. The Department of General Services, Division of Parking will notify participants in the Program of any planned special event that would close the area.
- J. The entire operation must be fully mobile. For trucks/trailers, coolers may not be placed on the ground, nor may tables and chairs be provided for customers. Generators must be attached to the mobile unit and should be whisper or quiet generators are required that produce no more than 75 decibels (dB).
- K. Fees are subject to change with City Manager approval.
- L. Prohibited Items:
- Radio or sound-amplifying devices;
  - Flashing signs or signs that move or give the appearance of moving;
  - Sign, menu board, tables, chairs, waste receptacles or other objects in the roadway, sidewalk or ground;
  - The sale of merchandise or any other articles other than food;
  - Water, sewer, gas or electrical connections to a building.
  - Participants must ensure that no pollutants, including waste/grease, liquid wastes, gray water garbage/debris, and other materials are discharged to the City's storm drain system (including gutters, curbs, and storm drains).
- M. A waste receptacle shall be provided for the use of customers and shall be affixed or attached to the pushcart or stand. Trash must be removed from the site by the vendor. Use of City waste receptacles is prohibited.
- N. Participants are required to pick up, remove and dispose of all garbage, refuse or litter consisting of foodstuffs, wrappers, and/or materials dispensed from the vending vehicle and any residue deposited on the street from the operation thereof, and otherwise maintain in a clean and debris-free condition the entire area within a 25-foot radius of the location where mobile food vending is occurring. Assistance in cleaning the public plaza eating spaces is appreciated.
- O. The vendor shall secure and maintain a policy of automobile liability insurance coverage issued by a company authorized to do business in the Commonwealth in the amount of at least \$1,000,000 for injury to or death of any person or persons in any one incident and \$100,000 for property damage, and the policy shall list the City of Norfolk as an additional insured.
- P. Monthly Food Truck Sales data reports will be required to be submitted each month for the 2015 calendar year. Failure to comply and submit sales data in a timely manner may risk vendor participation in the program.

**VI. Revocation or Suspension**

- A. The participant may be removed from the Program at the discretion of the City Manager in the event that: 1) the use of conditions under which the truck, trailer, is being operated or maintained is detrimental to the public health, welfare or materially injurious to property or improvements in the vicinity; 2) the property is operated or maintained so as to constitute a nuisance; 3) the use is operated in violation of the conditions of the program; or 4) any other violation of applicable law.

**VII. Renewal Process**

- A. Vendor licenses expire on December 31<sup>st</sup> of each year with annual renewals subject to administrative review, modification (if necessary) and approval.

**VIII. Associated Fees**

<b>2015 Potential Fees</b>	<b>Food Trucks/Trailers</b>
Annual Downtown Food Vendor Program Fee (per vendor)	\$350
Annual Fire Inspection Fee (per vehicle)	\$50
Annual Health Permit Fee (per vehicle)	\$40
Annual Business License Fee (per vendor)	\$50
One-time Meal Tax Bond (per vendor)	\$500
<b>Total</b>	<b>\$990</b>

**IX. Program Compliance**

I understand and will abide by these Policies and Procedures for Food Vendor Program for Designated Business Districts. I further understand that should I commit any violation of this policy, my participation in this program may be revoked.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date