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 2017 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

A. 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

B. 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.

C. 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.

D. 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 a unique vendor number for all vendors in the program. Permit must be displayed on windshield during vending operations.

E. 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.
F. The City may adjust these sites in cases of construction or other circumstances as approved by the City Manager.

G. 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 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 2017 season. This fee is subject to change.

C. The parking permit fee of an additional $100 is required for a second truck under the same company if vendors are interested in participating with two vehicles.

D. 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.

E. 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:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>8:00 am – 12:00 am</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>6:00 am – 12:00 am</td>
</tr>
<tr>
<td>Friday</td>
<td>6:00 am – 2:00 am</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 am – 2:00 am</td>
</tr>
</tbody>
</table>

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.

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.
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 31st of each year with annual renewals subject to administrative review, modification (if necessary) and approval.

VIII. Associated Fees

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

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
2017 Food Truck Program

The city’s food vendor program provides designated zones for food trucks to vend within the City of Norfolk on a first come first serve basis once approved. The Food Truck Program’s goal is to offer freshly made entrees to support the lunchtime hours downtown with optional expansion for breakfast, lunch and evening meals in the City’s other designated zones.

Vendors who primarily serve desserts may contact the City for participation in special events. Those interested in participating in the Food Truck Program should contact Paul Filion at 664-4284 or paul.filion@norfolk.gov

Required permits and licenses for this program 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.

The following are the food truck zones designated for the 2017 Food Truck Program:

- 100 block of Bank Street at MacArthur Square – Downtown Norfolk (10:00 a.m. - 2:00 p.m.)
- 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

Downtown Norfolk Food Truck Rodeos

Food Truck Rodeos are held on the 3rd Thursday of every month—rain or shine. Hours are 11:00 a.m.-2:00 p.m. Please come and bring your appetite for food and entertainment in Downtown Norfolk’s MacArthur Square near the light rail station.

Interested in participating in a future food truck rodeo? Contact Paul Filion at 664-4284 or paul.filion@norfolk.gov
2017 Guidelines for Mobile Food Trucks/Carts

1. Licensing Requirements

- Valid Driver’s License
- Valid Business License
- Current License Plates
- Current Vehicle Inspection Sticker/Paperwork
- Current State Inspection
- Current Vehicle Insurance
- Norfolk Fire Marshal Inspection Sticker
- Health Inspection

2. Fire Protection Systems

- Fire Suppression Systems shall comply with the appropriate provisions of the Virginia Statewide Fire Prevention Code (VSFPC).

- All Mobile Food Trucks that have any commercial cooking equipment that produce grease laden vapors shall be required to have an Automatic fire-extinguishing system.

- If more than two frying vessels or 10 gallons of frying media are used, a commercial hood (Type 1) shall be installed above all commercial cooking appliances or domestic cooking appliances used for commercial purposes.

- Fire extinguishers are required for all mobile food vendor operations. All fire extinguishers shall be maintained and inspected on an annual basis. A fire extinguisher (minimum size of 2A 40 BC) will be required in addition to any class K extinguisher. If deep fat fryers are used operators shall have and maintain a Class K portable fire extinguisher.

- Ventilation Control systems shall be appropriate for the cooking operations conducted. Ventilation systems shall be capable of exhausting all byproducts of cooking operations. The hood must be designed to adequately collect and exhaust fumes, smoke and vapors from the area over which it is installed. Hood systems shall be maintained and cleaned in accordance with the VSFPC.

- All fire extinguishing system shall be inspected by a certified fire protection company every 6 months. Records shall be maintained as required in the VSFPC.
3. Hazardous Materials and Storage of Flammables

- The storage and use of Flammable Liquids shall be in accordance with any applicable regulations under the Virginia Statewide Fire Prevention Code Chapter 57.

- Individual containers, cartons, or packages shall be conspicuously marked or labeled in an approved manner.

- Hazardous materials or liquids shall be disposed of in the proper manner. They shall not be released into any sewer, storm drain, ditch, drainage canal, creek, stream, river, lake or tidal water or on the ground, sidewalk, street, highway or into the atmosphere.

4. Propane and Natural Gas handling Requirements

- Shall follow the provisions under the Virginia Statewide Fire Prevention Code for Liquefied Petroleum Gases Chapter 62 for the storage, handling, transportation and the installation of LP-gas equipment.

- Propane bottles- The capacity limit shall be determined by the Fire Official after consideration of features that secure and protect the container as well as the level of acceptable risk to the general public.

- LP vessels shall be affixed and secure to the portable food service platform in a manner that provides a reasonable expectation of security while parked or in transit. All applicable DOT regulations shall be followed. Hydro dates of propane cylinders will be checked by the Fire Marshal.

- Propane and natural gas tanks shall be shut off while the mobile food vehicle is in motion, unattended and/or in overnight storage.

- Generator(s) and LPG storage compartments located on the exterior of the vehicle must be enclosed. These compartments must have venting to the exterior and must not allow any venting to the interior of the vehicle.

- There shall not be any storage of or use of LPG cylinders within the tow vehicle at any time.
Mounting and placement of propane and natural gas tanks. The mounting of propane and natural gas tanks must withstand impact equal to four times the weight of the filled propane or natural gas container according to NFPA 58-6.23.3.4. Tanks must be secure (NFPA58-5.2.4) and conform with NFPA standards relating to the safe mounting of tanks as described in NFPA 58-6.23.3.3.

a. Outside mounted in a semi-enclosed cabinet, with vents at the top and bottom to facilitate the diffusion of vapors, vapor-tight to the interior of the vehicle, with a weather-protected regulator and a leak indicator as described in NFPA 1192—6.4.8.

b. Outside mounted, secured on top and bottom and stabilized (e.g. with a strap), vapor-tight to the interior of the vehicle, mounted no less than 28” above the ground with a weather-protected regulator.

c. Chassis mounted, according to NFPA 58—6.23.3.4

5. Inspections

- The Fire Official is authorized to conduct such inspections as deemed necessary to determine the extent of compliance with the provisions of the Code.

- Vendors shall comply with any applicable City of Norfolk Permits and Fees. The Fire Marshal’s Office requires a Mobile Food Service Vendor inspection sticker.

- Once the inspection is completed on a portable food platform an inspection sticker will be issued. Any Changes to items, processes, storage or configuration within the scope of the Fire Inspection must be approved by the Fire Marshal to maintain the validity of the inspection sticker.
6. Contact Information

Lieutenant Michael Rose  
Assistant Fire Marshal  
Environmental Crimes Unit  
Office (757) 664-6604  
100 Brooke Avenue Suite 400  
Norfolk, Virginia 23510  
michael.rose@norfolk.gov
700 Block of Granby Street in the ARTS & DESIGN DISTRICT

- Granby Street
- W. Wilson Ave.
- E. Wilson Ave.
- E. Olney Rd.
- Food Truck Zone

768 Granby Street
1200 Block of Boissevain Avenue in CHELSEA
1300 Block of Raleigh Avenue in CHELSEA

1200 Block of Boissevain Avenue in CHELSEA
1300 Block of Raleigh Avenue in CHELSEA
SMARTMOUTH BREWERY
Food Truck Zone
100 block of Bank Street at MACARTHUR SQUARE

MacArthur Center Mall
E. City Avenue

Food Truck Zone