

**MOBILE FOOD PREPARATION VEHICLE/ MOBILE VENDING PERMIT
AUBURN, NEW YORK**

Fee: \$100 per day; \$500 per year

Completed applications need to be submitted to the City Clerk's Office, first floor, Memorial City Hall,
24 South St., Auburn, NY 13021

****Applications must be submitted at least 14 days prior to a one-day event****

Applicant/Owner Name: _____

DBA(if any): _____

Applicant Address: _____
Street City State/Zip Code

Applicant Phone #: _____ **Applicant Email:** _____

Type of Permit: _____ Yearly _____ One day

If one day: Name of Event: _____

Date: _____ Time: _____ Location: _____

Descriptions of Merchandise: _____ Food _____ Beverages _____ Good or Merchandise

Other (explain): _____

Vehicle Description: Make _____ Model _____

Color _____ Year _____ License Plate # _____

List of Employee(s): (Name and Address)

1. _____ 2. _____

Please note, all supporting documentation listed below must accompany this permit application to be received by the City Clerk's Office. Any application that is missing required documentation will NOT be accepted.

Application Supporting Documentation Checklist:

- ____ 1. Copy of valid driver's license or non-driver's ID (for **all employees**)
- ____ 2. Copy of vehicle registration (if applicable)
- ____ 3. Proof of Cayuga County Health Department Permit (if selling food items)
- ____ 4. Photographs or detailed sketches/plans of the MFPV/cart
- ____ 5. Certificates of Insurance naming the City of Auburn as additional insured (see attached)
- ____ 6. Hold Harmless Agreement signed
- ____ 7. \$100 per day; \$500 per year fee. Check made payable to the City of Auburn
- ____ 8. Approved Signed Checklist from Auburn Fire Department for the Required Annual Fire Inspection (Fire Inspector's phone # (315) 252-3206 (if applicable))

HOLD HARMLESS AGREEMENT

_____ does hereby covenant and agree to defend,
(Applicant)
indemnify, and hold harmless the City of Auburn from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of (check one):

- Casey Park Facility
- Equal Rights Heritage Center
- Hoopes Park Facility
- Market Street Park Facility
- Showmobile
- State St. Plaza
- Other Facility/Location: _____
- Special Event (Please specify): _____

Property, facilities, and/or services by the City of Auburn and/or the activities, functions, events, affairs, or proceedings of _____ on _____.
(Applicant) (Date of usage)

CITY OF AUBURN

By: _____
(Applicant)

By: _____
(City Manager)

DATE: _____

DATE: _____

**MOBILE FOOD PREPARATION VEHICLE/MOBILE VENDING
INSURANCE REQUIREMENTS**

- The Vendor hereby agrees to effectuate the naming of the City of Auburn as an unrestricted additional insured on the vendor's policy.

The policy naming the City of Auburn as an additional insured shall:

- be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer
 - contain a 30-day notice of cancellation or you must provide a Certificate of Insurance at least 2 weeks prior to your event
 - state that the organization's coverage shall be primary coverage for the City of Auburn (24 South St., Auburn, NY 13021), its Board, employees, and volunteers; and additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent
- The Vendor agrees to indemnify the municipality for any applicable deductibles.
 - Required Insurance:
 - **For Commercial Users: Commercial General Liability Insurance**
 - \$1,000,000 per occurrence / \$2,000,000 aggregate
 - **For Individual Users: Homeowners Insurance**
 - Section Two – Liability \$100,000 limit of liability. The policy shall not exclude the off-premises activities of the insured.
 - **Proof of Automobile Insurance/Liability**
 - \$300,000 combined single limit for owned, hired, and borrowed and non-owned motor vehicles.

Note: The applicant acknowledges that failure to obtain such insurance on behalf of the City of Auburn constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the City of Auburn. The applicant is to provide the City of Auburn with a certificate of insurance, evidencing the above requirements have been met. The failure of the City of Auburn to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the City of Auburn.

MOBILE FOOD PREPARATION VEHICLE/MOBILE VENDING REGULATIONS

1. MFPV:
 - a. shall not impede access to the entrance or driveway of any adjacent building.
 - b. shall not store or place items relating to the operation on the sidewalk, except trash receptacles, unless such items are secured on, in, or under the truck.
 - c. must be attended at all times by the owner or a bonafide employee whose name(s) are included on the permit application.
 - d. smoke and/or odors produced by the cooking of foods must not make the surrounding environment unpleasant to users of the area.
 - e. Must maintain a clear distance of 10" from other structures, combustible materials, vehicles, and other cooking operations.
 - f. Must stabilize the MFPV once parked either by jacking the vehicle or checking the wheels.
 - g. All MFPV'S must be removed from the public property during non-vending hours.

2. Vendor cart/stand:
 - a. Shall be on wheels and/or easily movable by hand and shall not exceed 6ft. in length, 4 ft in width, and 10 ft. in height, inclusive of umbrellas, awnings, balloons, signs, etc.

3. Handicapped Areas:
 - a. No vendor shall conduct business within 20 feet of any handicapped parking space or access ramp.

4. Removal of Trash:
 - a. All trash or debris accumulating within 50 feet of any MFPV shall be collected and removed by the vendor.
 - b. All vendors selling food or beverages must provide trash receptacles adjacent to or as a part of their MFPV.

5. Prohibited areas:
 - a. A MFPV license issued is valid only on the public ways of the City of Auburn. The City shall prohibit vendors from selling in specified public ways if it determines that such prohibitions are necessary for the protection of public health and safety. MFPV'S are prohibited within 50 feet of a fire hydrant, fire escape, bus stop, loading zone, or driveway of a fire station, police station, or hospital.

6. Noise:
 - a. No vendor shall sound any device that produces a loud or raucous noise or use or operate any loudspeaker, public address system, radio, sound amplifier, or similar device to attract public attention.

7. Signs:
 - a. shall be in conformity with the City of Auburn Sign Ordinance, as applicable.

8. A 20' emergency vehicle safety lane must be maintained at all times.

9. All Mobile Food Preparation Vehicles are required to have an annual inspection completed by the Fire Inspector's Office at the Auburn Fire Department. Vendors will be provided with an Approved Signed Checklist once completing the inspection process. The checklist should be readily available at all events held in the City of Auburn.

10. All Mobile Food Preparation Vehicles must obtain a Permit from the City Clerk's Office. This Permit must be posted in a conspicuous place at all events within the City of Auburn.
11. Mobile Food Preparation Vehicles must be separated from all other structures and vehicles by a minimum of 10 feet and may not block Fire Department Access Roads (see #7 above for 20' requirement) or the means of egress from any permanent or temporary structure.
12. Fuel Containers must be of the approved type and properly secured as described in the MFPV Permit Application. An inspection from the Auburn Fire Department will be conducted each day of the event, prior to the commencement of cooking operations, to ensure compliance with the NY State Fire Code.
13. All Mobile Food Preparation Vehicles that contain deep fryers must have the required fire suppression system inspected within 6 months of the date of the event. Where such fryers and fire extinguishing systems exist, MFPV'S must also have a TYPE K Fire Extinguisher, inspected within 1 year of the date of the event. MFPV'S must have a TYPE ABC Fire Extinguisher inspected within 1 year of the event, regardless of whether or not deep fryers exist.

Auburn Fire Department

Mobile Food Preparation Vehicle



Date of Inspection: 01/05/2023 Shift HEADQUARTERS - 10 HR
 Street Address: _____ Occupant MOBILE FOOD PREPARATION VEHICLE

VENTILATION

C	N of C	NA		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	607.2	Where required. A Type I hood shall be installed at or above all commercial cooking appliances used for commercial purposes that produce grease vapors. (EXCEPTIONS)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	607.3.1	Ventilation system. - must be operational at required rate of air movement, and grease filters installed where equipment under a kitchen grease hood is used

COMMERCIAL HOODS

C	N of C	NA		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	607.3.3	Cleaning. Hoods, grease removal devices, fans, ducts and other appurtenances shall be cleaned as required by sections 607.3.3.1 through 607.3.3.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	607.3.3.1	Inspection required annually
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	607.3.3.2	Grease accumulation. If during the inspection grease accumulation is found such components will be cleaned in accordance with ANSI/KECA C10.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	607.3.3.3.1	Tags. Posted after each inspection in a conspicuous place and remain in place until the next inspection

FIRE PROTECTION

C	N of C	NA		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	904.12	Commercial cooking systems. Appropriate type recognized for equipment and systems protected.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	904.12.5.2	Extinguishing system service must be serviced at least every 6 months or sooner if after activation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	904.12.1	Manual system operation. Pull Station within 10 feet of cooking equipment and near egress. Must have 14" of clearance to activate pull station.

FIRE EXTINGUISHERS

C	N of C	NA		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	906.4	Cooking equipment fires. Must have a compatible extinguisher for cooking method - Type K extinguisher for vegetable or animal fats (frying)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	906.5	Conspicuous location. Extinguisher needs to be in a conspicuous location and easily accessible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	906.6	Unobstructed and unobscured. Extinguishers must be unobstructed from immediate use and view.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	906.7	Hangers and brackets. Must be used to secure extinguisher to permanent location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	906.9	Extinguisher installation. Must be appropriately installed with height and floor clearance requirements maintained.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	906.9.1	Extinguishers weighing 40 pounds or less - installed with height of no more than 5 feet from floor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	906.9.2	Extinguishers weighing more than 40 pounds- installed with tops no more than 3.5 feet above the floor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	906.9.3	Floor clearance- installed with not less than 4" clearance from floor

CYLINDERS

C	N of C	NA		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5304.1	Upright storage. Cylinders must be stored upright with valve end up (EXCEPTIONS)

NOTE: C = Complies N of C = Need of Correction N/A = Not Applicable

Inspector ADRIAN HUMPHREY Date 01/05/2023

