

Town of Six Mile

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**Food Truck Operation
Permit Application**

Please complete all information and submit. The Food Truck Operation Permit will not be issued until the Town has received this information. This document will serve as the Food Truck Operation Permit once the Contract Zoning Administrator and Fire Marshall have signed on the lines provided. Applicant must acquire a Business License before operation can commence.

Location of Operation _____

Applicant's Name _____

Applicant's Address (physical address) _____

City, State, Zip Code _____

Applicant's Phone Number _____

Applicant's Email _____

Proposed Hours of Operation _____

I have provided the Town of Six Mile with a copy of permission from the property owner on which the food truck will be parked. _____*

If the food truck is parked within 100ft of the door of an eating establishment a copy of a letter of approval from the property owner of the eating establishment must be submitted. _____*

I have read and understand the Conditional Use Standards for Special Food Services (Mobile Food Trucks) also known as Town of Six Mile Ordinances #11142023. _____*

I have read and understand DHEC requirements for operation of a food truck. _____*

Applicants Signature

Contract Zoning Admin. Signature

Fire Marshall

*Indicates where applicant initials are required.

**Checked by local Fire Marshall currently, or evidence of Fire Marshall check within past year.

ON BACK OF APPLICATION, PLEASE PROVIDE A DRAWING OF THE FOOD TRUCK PARKING AREA WITH THE ADDITIONAL PARKING SPACE AND REQUIRED TRASH RECEPTACLE.

DOCUMENTS FOR MOBILE FOOD TRUCK VENDOR

Mobile Food Truck Checklist From SCBOS

Municipal Zoning

Be sure to contact Town of Six Mile

Federal

Federal Employer Identification Number (EIN) – irs.gov

State

Register your LLC, LLP, or Corporation (SCSOS) – sos.sc.gov

Sales Tax (SCDOR) dor.sc.gov

Business Personal Property Tax (SCDOR) – dor.sc.gov

Retail Food Establishment Permit (DHEC) – scdhec.gov

Municipal

Town Business License

Hiring Employees

Obtain an EIN (IRS)

Register w/E-Verify (report within 3 days of employment) (DHS) – e-verify.gov

Register w/SC New Hire (report with 20 days of new employee) (SCDSS) – newhire.sc.gov

Register with SC Dept of Revenue for Withholding (SCDOR) – dor.sc.gov

Register with SC Dept of Employment & Workforce for Unemployment Insurance (SCDEW) – dew.sc.gov

Order or Print employment workplace posters (LLR) – llr.state.sc.us

Obtain Workers Compensation Insurance (if required)

Other Considerations

DHEC has an excellent pamphlet on their requirements for a mobile food truck or cart at scdhec.gov

Special event licenses or permits are typically obtained in the county/city/town where the festival or event takes place.

Town of Six Mile Ordinance #11142023

Special Food Services (Mobile Food Trucks)

1. Conditional use Standard [Business or Commercial Districts Only]

- a. Shall be allowed from 6:00 a.m. to 9:00 p.m. with specific hours indicated on the use permit.
- b. If located within 400 feet of a residentially zoned parcel, vendors can only operate between 9:00 a.m. and 9:00 p.m.
- c. All sales shall be conducted 10 feet from all public rights-of-way.
- d. Shall obtain, maintain, and display permit from South Carolina Department of Health and Environmental Control (DHEC)

- e. All mobile food vehicles shall leave the food vending site every night and be parked so that the vehicle is not visible from public rights-of-way.
- f. Shall be located 100 feet away from the door of an established eating place unless the owner of the eating place provides a letter of consent.
- g. Shall maintain written permission from the private property owner's written permission authorizing lease of the vending location.
- h. Shall receive permit to operate a food truck from the Town.
- i. Shall operate no more than 10 consecutive hours within a calendar day and at all other times remove from the parcel all materials associated with the business.
- j. Trash receptacle must be provided and located no more than 10 feet from mobile food vendor.
- k. Vendor shall be responsible for removing all trash at the end of each business day.
- l. Shall provide one parking space per 250 square feet for the mobile food vending unit.
- m. Shall not locate in any minimum required parking spaces for other businesses on site unless permission is granted by those businesses if parking is privately owned. Public owned parking be shared with Zoning and Code Administrator approval. If enough parking cannot be provided the food truck may not be located on the site.

Duties of a Mobile Food Truck

1. Shall obtain approval from the Contract Zoning Administrator and receive an inspection and permit to operate a food truck from the Fire Department Official.
2. Shall maintain written permission from private property owner's written permission authorizing lease of the vending location.
3. Shall obtain, maintain, and display permit from South Carolina Department of Health and Environmental Control (DHEC).
4. **Shall obtain a Town Business License as a food service location (NAICS code 722) as a mobile restaurant in the Town of Six Mile. For special event participation, not at usual site location, but as part of special event itself, must pay same special event fee as any other vendor.**