

MOBILE FOOD / BUSINESS PERMIT APPLICATION

Submission of this form does not guarantee approval of site location. A false statement or misrepresentation may make the permit null and void. **All site approvals expire 1 year from the approval date.**

Business Name: _____

Applicant:

Business Owner Name: _____

Phone: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Proposed Location Address: _____

Zoning Area – Please check one of the following

Town Center or Highway Mixed Use

The following paperwork must be completed and approved prior to this permit being issued

- Site plan approval from the Vilonia Planning Commission
- City of Vilonia Privilege Tax

Applicant Signature: _____ **Date:** _____

Please see the attached list of Rules and Regulations for Operating a Mobile/Food Business Initial here _____ that you have read and understand them.

FOR OFFICE USE ONLY

APPROVED: _____ DENIED: _____ DATE: _____

PLANNING COMMISSION APPROVAL: _____ PRIVILEGE TAX: _____

Operating as a Mobile Food/Business Vendor in Vilonia

To obtain a Mobile Food/Business Vendor Permit:

- . Submit a site plan with a letter to the Planning Commission stating the business information along with the zoning of the property it will be placed on.
- . Once the Planning Commission reviews the site plan at the monthly meeting and it meets all guidelines and regulations of Ordinance No. 2018-1 the Mobile Food/Business Vendor Permit may be issued.
- . The cost of the Mobile Food/Business Vendor Permit is \$250.00 annually and is to be paid to the City of Vilonia. The completed permit application will need to accompany the \$250.00 permit fee.
- . Permission from the property owner in writing where the mobile food/business vendor will be doing business must be turned in with the site plan.

Mobile Food/Business Vendor Ordinance:

- . Ordinance No. 2018-1 Establishes standards for the regulation of mobile vendors and includes the zoning areas where they can operate.

Other Information:

- . If for any reason you move your business to a new address, you must apply for a new permit.
- . Per Ordinance 2004-3 A City Privilege Tax is required to operate a business within the City Limits. The fee is \$50.00 per year and will be due in January of each year. This is payable to the City of Vilonia. This will need to be paid along with the \$250.00 Mobile Food/Business Vendor Permit.
- . Mobile Food Vendors must offer a waste container for public use.
- . Contact the Arkansas Sales & Use Tax Dept. at 501-682-7104 to obtain a Sales & use tax number.
- . Contact the Faulkner County Health Dept. at 501-450-4941 to obtain State requirements.
- . Contact the Vilonia Fire Department at 501-796-3777 to obtain a Fire Inspection.
- . Mobile food/business vendors may not set up in a City Park unless they contact the Mayor's Office at 501-796-2534 to request placement of a mobile food/business vendor in the city parks. You will also need to obtain a City Privilege Tax.