

## **REQUIREMENTS TO RECEIVE A FIXED TEMPORARY OR MOBILE TEMPORARY FOOD LICENSE**

### **FIXED TEMPORARY FOOD LICENSE (FACILITIES OPERATING AT A FIXED LOCATION FOR A MAXIMUM OF 180 DAYS PER CALENDAR YEAR)**

1. Applicant must be on commercially zoned property and the applicant must obtain the property owner's permission in writing to submit with the application.
2. The applicant must fill out the application in full for the business.
3. The applicant must provide a Certificate of Insurance as proof that the applicant has general liability for the business.
4. An Oklahoma sales tax permit number is REQUIRED from the Oklahoma Tax Commission.
5. The application must be signed by the Cleveland County Health Department.
6. The application must be signed by the City of Norman Planning Department.
7. The applicant's business must not reduce off-street parking of the host business.
8. The applicant's business cannot extend onto the public right-of-way and cannot obstruct traffic or sight of traffic.
9. If a sign is to be used the vendor must contact Code Enforcement to make sure the sign meet all Code requirements.

### **MOBILE TEMPORARY FOOD LICENSE (FOR FACILITIES THAT ARE VEHICLE MOUNTED AND READILY MOVEABLE)**

1. Applicant must obtain the property owner's permission.
2. The applicant must fill out the application in full for the business.
3. The applicant must provide a Certificate of Insurance as proof that the applicant has general liability for the business.
4. The applicant must provide a Certificate of Insurance as proof that the applicant has vehicle insurance in the amount required by the State.
5. An Oklahoma sales tax permit number is REQUIRED from the Oklahoma Tax Commission.
6. The application must be signed by the Cleveland County Health Department.
7. The application must be signed by the City of Norman Planning Department.
8. No mobile temporary vendor may stop for longer than twelve hours at a single location or address in a twenty-four hour period. A single location or address shall include a single parking lot shared by multiple businesses
9. The applicant's business must not reduce off-street parking of the host business.
10. Mobile vendors cannot sell food on the public right-of-way except for a brief stop for point of sale.
11. If a sign is to be used the vendor must contact Code Enforcement to make sure the sign meet all Code requirements.

### **COST**

1. One Day permit is \$20.00
2. Thirty (30) day permit is \$50.00.
3. One Hundred Eighty (180) day permit is \$250.00