



CALENDAR YEAR: _____

License Valid from January 1 to December 31
Application for annual renewal is online year round.

Food Truck/Vendor License Application

2032 Hanley Rd., Dardenne Prairie, MO 63368

636-561-1718

dardenneprairie.org

Name of Truck/Vendor: _____

Date of Event: _____ **Note:** All applications are due at least **14** days in advance of the date on which the applicant proposes to operate. The license is valid for the entire calendar year. There is no discount for licenses obtained after the beginning of the year. INCOMPLETE APPLICATIONS WILL BE RETURN AND/OR NOT ACCEPTED.

A permit is required for any business engaged in the cooking, preparing, assembling, serving, selling, offering for sale, or distributing of food, beverages, or any other type of merchandise to the general public from a mobile vending vehicle or temporary display stand within the City while such mobile vending vehicles or temporary display stand remains parked or in an otherwise stationary position for thirty (30) minutes or more. A mobile vending vehicle is any moveable vehicle, truck, trailer, pushcart, portable structure, or other similar vehicle used by a mobile vending business. Please refer to Chapter 632 of the Dardenne Prairie Municipal Code for more information.

Please choose the appropriate license and check the box:

☐ **Previously Permitted Mobile Vendor - \$5**

A permit issued by the City Clerk to the owner or operator of a mobile vending business presenting a current and valid license issued by any other city within St. Charles County or by St. Charles County.

☐ **Mobile Vendor Permit - \$25**

A permit issued by the City Clerk to the owner or operator of a mobile vending business to operate within the City. A separate mobile vendor permit shall be obtained for each separate and distinct mobile vending unit or temporary display stand proposed to be used by an applicant. No vending business shall operate out of a space/vehicle that exceeds thirty-six (36) feet in length and nine (9) feet in width.

Choose one and provide the following information:

___ Display stand/tent – dimensions: _____

___ Food truck – year, make, model and color(logo): _____

- Attach proof of vehicle insurance
- State license plate number: _____

___ Trailer – state license plate number: _____

___ Other – type: _____

☐ **Mobile Vendor Business Premises License - \$50**

An annual license issued by the City Clerk to the owner or operator of a licensed premises, excluding mobile vending business eating and drinking gardens, which authorizes the operation of a mobile vending business on the licensed premises. The holder of a mobile vending business premises license may allow multiple mobile vending businesses to operate on the licensed premises. No mobile vending business may have any mobile vending vehicles or temporary display stands on the licensed premises for more than 6 days in a calendar year. Please included the following:

- List of day(s) of operation within the calendar year: _____

- Attach a sketch of all buildings, structures, green space, parking spaces, ingresses and egresses onto and off of public roadways and other natural or man-made features on the property.
- The number, size and location of the garbage receptacles to be provided: _____

☐ **Ice Cream Truck License - \$100**

An annual license issued by the City Clerk to operate an ice cream truck in the City. An ice cream truck is any mobile vending vehicle that travels throughout the community and does not remain stationary and which ice cream, frozen milk, frozen dairy or ice confection products are sold or offered for sale in a ready-to-eat form and customarily consumed at the point of purchase that does not qualify as a mobile vending business.

- In addition, no person shall operate, work in or otherwise conduct sales within an ice cream truck without having first applied for and obtained an identification card for a peddler pursuant to Article III of Chapter 605 of this Code. The fee for each identification card required herein shall be fifteen dollars (\$15) and, once issued, shall be valid during the license year for which it is issued.

All applicants must complete the following:

DBA Business Name: _____ LLC/Corp Name: _____

Business Physical Address: _____

Mailing Address (if different from above): _____

Nature of Business: _____ Number of Employees: _____

Business Phone: _____ Email: _____

Business Website: _____ Business Owner's Name: _____

Business Owner's Home Address: _____

Business Owner's Phone: _____ Federal EIN No: _____

Name of Local Manager (if other than owner): _____ Manager Phone: _____

- Please attach a copy of the driver's license of the owner or local manager.

For office use: # _____

Missouri Retail Sales Tax No: _____ Please attach:

- A No Tax Due Letter dated from the Missouri DOR dated within 90 days.
- Your State of Missouri sales and use tax license authorizing retail sales in the City of Dardenne Prairie; and/or authorizing retail sales within the entire State.

All Dardenne Prairie vending locations to be used this calendar year OTHER than your own premises: _____

If property other than applicant's, please attach a written and signed consent/permission from the property owner allowing the vendor on property. This consent must include the property owner's: name, address, phone number and email address.

Description of the types of food, beverage, and/or merchandise to be sold: _____

Please attach:

- Copies of all requisite liquor licenses issued to the applicant by the City, St. Charles County, or the State of Missouri.
- If applicable, a copy of any permit or license required by the St. Charles County Department of Public Health.

The City Clerk may require additional information not otherwise requested in this application. Should you have questions regarding this application, please contact Dardenne Prairie City Hall at 636-561-1718 or the City Clerk at cityclerk@dardenneprairie.org.

- ☐ Completed Food Truck/Vendor License Application
- ☐ State of Missouri Sales and Use Tax License for Retail Sales (see example)
- ☐ St. Charles County Department of Public Health License/Permit (see example)
- ☐ Certificate of No Tax Due (see example)
- ☐ Proof of Vehicle Insurance (for Food Trucks only)
- ☐ Driver's License of Owner or Local Manager
- ☐ Written Consent from Property Owner

Office Use Only

Date Application Received: _____

Receipt No: _____

Application Approved by City Clerk: _____

Date License Issued: _____

Total Amount Paid: _____

Other information/notes: _____