

TOWN OF MORRISVILLE EVENT FOOD TRUCK VENDOR PERMITS

THANK YOU FOR EXPRESSING INTEREST IN BEING A FOOD TRUCK VENDOR AT A TOWN OF MORRISVILLE EVENT. IN ADDITION TO A COUNTY FOOD TRUCK PERMIT, YOU ALSO NEED AN ANNUAL FOOD TRUCK PERMIT FROM THE TOWN.

BEFORE YOU APPLY

1 IDENTIFY AN EVENT & CONTACT THE EVENT SUPERVISOR

HERE IN MORRISVILLE, WE OFFER A FULL RANGE OF COMMUNITY-CENTERED, CULTURAL EVENTS. IDENTIFY WHICH EVENT YOU'D LIKE TO PARTICIPATE IN AND THEN CONTACT THE EVENT SUPERVISOR TO ESTABLISH INITIAL INTEREST. PLEASE NOTE THAT WE BEGIN PLANNING OUR EVENTS SEVERAL MONTHS IN ADVANCE, SO MAKE SURE TO CONSIDER THAT WHEN YOU WANT TO APPLY FOR A SPECIFIC EVENT.

2 RECEIVE EVENT ATTENDANCE CONFIRMATION

BEFORE YOU MOVE FORWARD WITH THE MORRISVILLE FOOD TRUCK PERMIT APPLICATION PROCESS, YOU SHOULD RECEIVE CONFIRMATION FROM THE EVENT SUPERVISOR THAT YOU ARE BOOKED FOR THE EVENT. THERE IS A **\$50 PERMIT FEE** AND WE WANT TO ENSURE THAT YOU ARE CONFIRMED BEFORE YOU APPLY. **PERMIT APPROVAL DOES NOT GUARANTEE EVENT ATTENDANCE.**

3 VERIFY YOUR COUNTY DOCUMENTATION

IN ORDER TO OBTAIN A MORRISVILLE FOOD TRUCK PERMIT, YOU WILL PROVIDE PROOF OF HAVING OBTAINED A COUNTY FOOD TRUCK PERMIT AND PROVIDE SEVERAL DOCUMENTS RELATED TO YOUR COUNTY PERMIT AND NC SALES TAX INFORMATION. **YOU WILL NEED:**

- A NORTH CAROLINA CERTIFICATE OF SALES
- A COUNTY FOOD TRUCK PERMIT
- A DOCUMENT VERIFYING YOUR MEANS FOR THE DISPOSAL OF GREASE OR A CERTIFICATE FROM THE DEPARTMENT OF AGRICULTURE

IF YOU ONLY SERVE COMMERCIALY PACKAGED FOODS, YOU WILL NEED TO PROVIDE PROOF OF YOUR CERTIFICATE FROM THE NC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES. FOR INFORMATION, CONTACT THE NC DEPT. OF AGRICULTURE & CONSUMER SERVICES AT 919-733-7366. SOME EXAMPLES OF FOODS THAT MAY BE REGULATED BY THE DEPARTMENT OF AGRICULTURE ARE DIPPED ICE CREAM, DOUGHNUTS, FUNNEL CAKES, POPCORN, PEANUTS, AND COTTON CANDY.

APPLYING ONLINE WITH ENERGOV

- 1 GO TO WWW.TOWNOFMORRISVILLE.ORG/PERMITPORTAL. YOU WILL NEED TO LOG INTO YOUR CUSTOMER SELF-SERVICE PORTAL ACCOUNT. IF YOU DO NOT CURRENTLY HAVE A CSS ACCOUNT, YOU WILL NEED TO CREATE ONE. ONCE ONE IS CREATED THEN CLICK ON THE LOGIN BOX TO ENSURE YOU ARE SIGNED IN.
- 2 CLICK "APPLY" AND ENTER "FOOD TRUCK VENDOR" INTO THE SEARCH BAR.
- 3 ON THE LOCATION PAGE, YOU WILL BE ASKED TO "ADD A LOCATION" FOR YOUR PERMIT. NORMALLY, YOU WOULD ADD THE ADDRESS OF THE LOCATION WHERE YOU ARE VENDING. FOR TOWN EVENTS, SEARCH FOR "100 TOWN" AND ADD IT AS YOUR LOCATION. **THIS LOCATION IS JUST TO OBTAIN THE PERMIT WITH THE TOWN. YOU WILL NOT BE RESTRICTED TO VENDING AT THIS ADDRESS.**
- 4 ON THE TYPE PAGE, PROVIDE A BRIEF DESCRIPTION OF THE TYPE OF CUISINE OR BEVERAGES YOU ARE SELLING.
- 5 ON THE CONTACTS PAGE, PROVIDE THE CONTACT INFORMATION OF ANY OTHER RELEVANT PARTIES. IF THERE ARE NONE, CLICK NEXT.
- 6 ON THE MORE INFO PAGE, TYPE THE NAME OF YOUR BUSINESS AND THE LICENSE PLATE NUMBER FOR YOUR FOOD TRUCK. AFTER ADDING THAT INFORMATION, REVIEW THE DISCLAIMERS AND AFFIRM AT THE BOTTOM OF THE PAGE THAT YOU HAVE READ AND UNDERSTOOD THE TERMS OF THE PERMIT.
- 7 ON THE ATTACHMENTS PAGE, UPLOAD YOUR NORTH CAROLINA CERTIFICATE OF SALES AND COUNTY FOOD TRUCK VENDING PERMIT. YOU WILL ALSO BE ASKED TO UPLOAD A DOCUMENT VERIFYING YOUR MEANS FOR THE DISPOSAL OF GREASE OR YOUR CERTIFICATE FROM THE DEPARTMENT OF AGRICULTURE.
- 8 ON THE FINAL PAGE, REVIEW YOUR APPLICATION AND CLICK SUBMIT.

FOLLOWING THE SUBMISSION OF YOUR PERMIT, A TOWN EMPLOYEE WILL PERFORM AN INITIAL REVIEW OF YOUR APPLICATION TO CONFIRM THE APPROPRIATE DOCUMENTS HAVE BEEN INCLUDED. AFTER THAT, AN INVOICE FOR THE \$50 PERMIT FEE WILL BE ISSUED FOR PAYMENT. FOLLOWING PAYMENT, PLEASE GIVE 10 BUSINESS DAYS FOR THE FINAL PERMIT REVIEW AND APPROVAL PROCESS. **IF APPLICABLE, YOU MAY BE ASKED TO PROVIDE A PROOF OF YOUR USE OF A COMMISARY KITCHEN DURING THE PERMIT REVIEW PROCESS.**

FOR ANY ADDITIONAL QUESTIONS ABOUT FOOD TRUCK PERMITTING IN MORRISVILLE, PLEASE CONTACT CODE ENFORCEMENT OFFICER CLARENCE HARRIS AT CHARRIS@TOWNOFMORRISVILLE.ORG OR 919-463-6198.