

Town of Morrisville

Food Truck Vendor Permits

Thank you for expressing interest in being a food truck vendor in the Town of Morrisville. In addition to a county food truck permit, you also need an annual food truck permit from the Town prior to vending.

BEFORE YOU APPLY

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**
- **An active County Food Truck Permit**
- **A document verifying your Means for the Disposal of Grease OR a certificate from the Department of Agriculture**
- **Proof of most recent inspection (received within the last year)**

If you only serve commercially packaged foods, you will need to provide proof of documentation from the NC Department of Agriculture & Consumer Services. For information, contact the NC DEPT. OF AGRICULTURE & CONSUMER SERVICES at 919-707-3000.

Foods that may be regulated by the Department of Agriculture: dipped ice cream, doughnuts, funnel cakes, popcorn, peanuts, and cotton candy.



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APPLYING ONLINE

1. Go to <https://morrisvillenc-energovweb.tylerhost.net/apps/SelfService#/home>. You will need to log in to your customer self-service portal account. If you do not currently have an account, you will need to create one. Once an account is created, 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. Add the address of the location where you are vending. For Town events, search '100 Town Hall Drive' and add it as your location. This location is 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 beverage 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 this 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 and proof of most recent inspection (received within the last year). You will also be asked to upload a document verifying 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, give ten 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 commissary kitchen during the permit review process.



For additional questions about food truck permitting in Morrisville, contact the Planning Department at (919) 463-6210.