



# OXFORD FIRE DEPARTMENT

96 N. Washington St. • Oxford, Michigan, 48371  
Ph. (248) 969-9483 • Fax. (248) 969-9489

## Mobile Food Establishment Permit Application

### Vendor Information

Name of Mobile Food Establishment:

Business License Number:

Vendor Website:

Owner's Name (First, MI, Last):

Owner's Phone Number:

Owner's Email:

Owner's Address:

**If operator of the Mobile Food Establishment is different than the owner, please provide the following information for an authorized operator:**

Operator's Name:

Operator's Cell Phone Number:

Operator's Email:

Operator's Address:

### Mobile Food Establishment Unit Information:

Type of Unit:  Truck  Trailer  Cart  Tent

Make of Unit:

Model of Unit:

Year of Unit:

Estimated Unit Size (Dimensions):



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Vin or Serial Number: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

## **Vehicle Insurance**

Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Insurance Policy Expiration Date: \_\_\_\_\_

## **Mobile Food Establishment Operation Information**

Mobile Food Establishment Power Source:

Generator  Electricity  Propane  Other

Cooking Appliances Used:

Fryer  Grill  Griddle  Broiler  Over  Other

Type of fuel for cooking

Propane  Wood  Electric  Other

Location of Fuel: \_\_\_\_\_

How much cooking fuel will be kept in the unit at maximum capacity? \_\_\_\_\_

Is there a cooking hood?  Yes  No

If yes, when was the last time the hood was cleaned by a certified.

contractor? Date (MM/DD/YYYY) \_\_\_\_\_



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Is the unit equipped with a kitchen hood fire suppression system?  Yes  No

If yes, has the hood been inspected within the last six (6) months and certified by a licensed contractor.  Yes  No

**Note: Supporting documentation/inspection tag will be required upon inspection.**

Is a class K Fire Extinguisher mounted in an accessible area inside of the unit?

Yes  No

**Mobile Food Establishment owner/operator agrees to the following regulations set forth by Charter Township Of Oxford Ordinance No. 135 and must adhere to:**

Please Initial:

\_\_\_\_\_ Wheel Chocks. Mobile Food Establishments shall use wheel chocks while parked to prepare or distribute food.

\_\_\_\_\_ - All vehicles shall be properly insured in accordance with state law.

\_\_\_\_\_ - Display of Permits. Mobile Food Establishments shall prominently display any required permits and licenses.

\_\_\_\_\_ - Mobile Food Establishment must have a clearance of at least 10ft between buildings, structures, other food truck vehicles and any combustible material

\_\_\_\_\_ - Read and understand the attached NFPA Food Truck Safety Fact Sheet.

\_\_\_\_\_ - Permits are only valid for the year in which they are granted. All permits expire Dec 31st and a new permit is required with each new calendar year beginning January 1st.

\_\_\_\_\_ - Train all operators/employees on how to:



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- Use portable fire extinguisher in the event of a fire.
- Use kitchen hood fire extinguishing system in the event of a fire.
- Shut off all fuel sources in the event of an emergency.

## **Required Documentation**

Please provide copies of the following documents upon inspection. Failure to provide any of these documents will require a re-scheduled inspection and will be subject to an additional inspection fee.

- Proof of Insurance
- Owner or Operator's Driver's License
- Kitchen Hood Extinguishing System inspection tag and inspection report (dated within the last 6 months)
- Proof of Last kitchen hood cleaning by certified contractor
- Payment for the appropriate fee amount. (Credit Card, Cash, Check)

## **Order of Process:**



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- Found operating without a valid permit is a violation of **Ordinance 135** and shall/may constitute a civil infraction as defined by Michigan law and is subject to a civil fine of not more than \$500 as set forth in sec.3 of Ordinance and/or all cooking operations shall cease immediately.
- A violation of this **Ordinance 135** does not warrant an expedited inspection by the Fire Department.
- All inspections will be performed at Oxford Fire Station #1 96 North Washington Oxford Mi 48371. This is an active fire station, DO NOT PARK in front of Fire Station Bay doors. Please pull into the parking lot, and park near the east side of the building near the admin office entrance.
- The owner or above-mentioned operator of the mobile food establishment must be present at the inspection.
- Please arrive on time, with all required documentation.
- Failure to arrive on time, without the necessary information or failure to pass inspection will result in a re-scheduled inspection and will be subject to an additional inspection fee. Allow one (1) hour to complete inspection.
- Inspections are performed Monday-Friday, 7-4pm. After hours and weekend inspections will be based upon the availability of the Fire Prevention Division staff and will be subject to fees associated with an expedited inspection.
- Standard Inspection Scheduled with at least 2 business day notice, upon receipt of application, you will be contacted the next business day by a fire administration staff member to schedule an inspection.
- Inspection will be performed Monday-Friday between the hours of 7am-4pm. Permit Fee: \$100
- Expedited Inspection Scheduled with less than 2 business day notice upon receipt of application, you will be contacted the next business day by a fire administration staff member



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to schedule an inspection. The fee for a late submission of and request for an inspection outside of normal business hours the application fee shall be \$200.00

Please select your preferred date and time of food truck inspection. Note: this is your preference, you will receive a phone call to schedule.

Date (Monday-Friday):

Time (7am-4pm):

Please complete this form and email to: [Inspections@oxfordfiredept.com](mailto:Inspections@oxfordfiredept.com)

This application will be reviewed by the Fire Prevention Division

You will then receive a phone call to schedule day and time of inspection.