

**DEPARTMENT OF PUBLIC SAFETY  
LICENSE SECTION**

**MOBILE FOOD VENDING LICENSE CHECKLIST**

- CITY OF COLUMBUS "LETTER OF GOOD STANDING" ISSUED BY THE INCOME TAX DIVISION
- COMPLETED MFV APPLICATION
- CITY OF COLUMBUS HEALTH DEPARTMENT APPROVAL
- CITY OF COLUMBUS FIRE DEPARTMENT APPROVAL
- OH DEPARTMENT OF TAXATION VENDORS LICENSE (SALES TAX)
- CERTIFICATE OF INSURANCE – MFV UNIT MUST BE LISTED  
(\$1,000,000.00 Trucks & Trailers) (\$300,000.00 Pedi-Food Carts & Pushcarts)  
(Vehicle or Trailer must be listed as insured and City of Cols must be Certificate Holder)
- PROOF OF LAWFUL PRESENCE AND PROOF OF IDENTITY (EXAMPLES ARE ATTACHED)
- VEHICLE OR TRAILER REGISTRATION FROM BMV
- BACKGROUND CHECK AFFIDAVIT (FOR YOUR EMPLOYEES, IF APPLICABLE)

- 
- BCI CRIMINAL BACKGROUND CHECK (OWNER ONLY) ADMINISTERED AT 750 PIEDMONT RD

**FEES**

- \$50.00 NON-REFUNDABLE APPLICATION FEE
- \$180.00 LICENSE FEE (Private Property Only)
- \$250.00 CITY RIGHT-OF-WAY FEE (If applicable)

Applications must be submitted in person to the License Section  
750 Piedmont Rd, South Entrance  
Columbus, OH 43224  
M-F 8:00AM – 3:30PM  
614-645-8366



**ALL applicants are required to provide both Proof of Lawful Presence in the United States and Proof of Identity. The following are examples of valid documents:**

<b>Proof of Lawful Presence</b>	<b>Proof of Identity</b>
<ul style="list-style-type: none"><li>• U.S Passport or Passport Card</li><li>• U.S. Birth Certificate</li><li>• Consular Report of Birth Abroad</li><li>• Certificate of Naturalization</li><li>• Employment Authorization Card</li><li>• Permanent Resident Card</li></ul>	<ul style="list-style-type: none"><li>• Ohio Driver's License</li><li>• State issued I.D.</li><li>• U.S. Military I.D.</li></ul>



## MFV PUBLIC RIGHT-OF-WAY INFORMATION

The Public Right-of-Way fee is **\$250.00** and expires MARCH 15 **EVERY** year.

Once you obtain your license, you must open a Twitter Account (if you don't already have one) and then go to: Street Food Finder to register your mobile food vending unit at:

<https://streetfoodfinder.com/login>

Once you are registered, you can access spots, register for spots, get helpful information and fees, as well as contact information for the administrator of Street Food Finder Nik Ghandy, etc.

Nik can help you with any questions/problems you may have with Street Food Finder.

**The License Office does not administer the Street Food Finder application/site, and therefore, questions/concerns about it need to be addressed with Nik. If you have questions that are not related to the Street Food Finder application, you can call our office at 614-645-8366.**



**OFFICE USE ONLY**

License # \_\_\_\_\_

PROW License # \_\_\_\_\_

Decal # \_\_\_\_\_

Issue Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

DEPARTMENT OF PUBLIC SAFETY  
LICENSE SECTION**MOBILE FOOD VENDOR  
APPLICATION**DEPARTMENT OF  
PUBLIC SAFETY**NEW      RENEWAL****TRUCK      TRAILER      PUSHCART      PEDI-CART      ICE CREAM TRUCK****OWNER INFORMATION**

Full Name:

Date of Birth:

Residential Address:

City:

State:

Zip:

Phone:

Email:

Driver License #:

State:

Expiration Date:

Race:

Sex:

Height:

Weight:

Hair:

Eyes:

Are you legally authorized to work in the United States?      Yes      No

**All applicants will be required to prove Lawful Presence in the United States and provide Proof of Identity.**

Have you ever been convicted of a felony?      Yes      No

If yes, list all felony convictions that occurred in the United States within the past seven (7) years:

Are you on felony probation or parole?      Yes      No

If yes, date began:

Have you ever been required to register as a sexual offender?      Yes      No

If yes, date registered:

Have you had a City of Columbus license and/or permit revoked, refused, or suspended within the past three (3) years?  
Yes      No**BUSINESS INFORMATION**

Business Name:

Federal ID #:

Business Address:

City:

State:

Zip:

Business Phone:

Business Email:

**VEHICLE/TRAILER INFORMATION**

Year:	Make:	Type:
-------	-------	-------

VIN:	License Plate:	State:
------	----------------	--------

Power Source:    Propane    Generator    Electric (Outlet connect)(Private Property ONLY)    Other: \_\_\_\_\_

Where will food items be sold?    Public Right of Way    Private Property

If private property, give address of location:

**PER REGULATIONS SET IN COLUMBUS CITY CODE 501.05(E), THE LICENSE SECTION HAS THE POWER TO MAKE RULES REGARDING THE "QUALIFICATIONS OF THE APPLICANTS AND THE CONDITIONS PRECEDENT THE APPLICANTS MUST MEET PRIOR TO THE ACQUISITION OF LICENSES." FOLLOWING THIS DIRECTION, ALL APPLICANTS MUST BE ABLE TO READ, SPEAK, AND COMPREHEND THE ENGLISH LANGUAGE IN ORDER TO OBTAIN A VALID LICENSE. BY INITIALING ON THE LINE BELOW YOU AGREE THAT YOU ARE ABLE TO FULFILL THIS REQUIREMENT.**

\_\_\_\_\_ INITIALS

**ALL INFORMATION CONTAINED IN THIS APPLICATION IS SUBJECT TO DISCLOSURE AS A MATTER OF PUBLIC RECORD. ANY FALSE STATEMENT MADE OR GIVEN IN THIS APPLICATION SHALL RESULT IN DENIAL, OR FUTURE REVOCATION OF THIS LICENSE, AS WELL AS CRIMINAL PROSECUTION UNDER CHAPTER 2321.13 (A-3), (A-5), AND CHAPTERS 501 AND 540 IN THE COLUMBUS CITY CODE.**

**State of Ohio, County of Franklin**

\_\_\_\_\_, being duly sworn, deposes and says he or she is the  
(Print Applicant's Name)

**individual making the foregoing application; that he or she is knowledgeable with respect to that which is to be license; and that the answers to the foregoing questions and other statements contained herein are true of his or her own knowledge and belief.**

\_\_\_\_\_  
(Applicant's Signature)

**Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
Notary or Agent of Director of Public Safety

**Must be SIGNED, DATED, and NOTARIZED.**

**MOBILE FOOD VENDING  
BACKGROUND CHECK  
AFFIDAVIT**

PLEASE COMPLETE AND SIGN AT THE LICENSE SECTION

I, \_\_\_\_\_, owner of, \_\_\_\_\_, a mobile food vendor, hereby acknowledge that upon issuance of a Mobile Food Vending license, I will obtain criminal background checks of all employees and will not employ any individual who has a criminal conviction listed in Section 573.08(b) of the Columbus City Code. I will provide written documentation of any change in the information required along with written documentation of any modification, damage, destruction or decommission of the unit with ten (10) calendar days of such change set forth in Chapter 573.03(b)(10) and (11) in the Columbus City Code.

I understand that I am certifying that these statements are true and acknowledge that the information contained herein may subject me to certain penalties which include, but not limited to, suspension, revocation or permanent revocation of the Mobile Food Vendor license.

State of Ohio, County of Franklin

Owner's Printed Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Officer or Agent of the Director of Public Safety