

July 15, 2021

Dear Mobile Food Vendor,

Exciting news! This letter is to inform you of the changes to the process to obtain your City of Columbus Mobile Food License, Division of Fire required inspection and Columbus Public Health required inspection for 2021-2022. As you are aware, the Support Services License Office was closed for over a year (March 2020-July 2021) and during that period we were only processing new licenses and all current licenses were extended until after the Mayor's State of Emergency was lifted. We expect to be inundated with license renewals upon reopening to the public on July 22, 2021.

Therefore, **all Mobile Food Vendors (MFV) licenses are extended until March 31, 2022.** All current MFV Licenses are considered valid until March 31, 2022. During March 2022, the Mobile Food Vending "one-stop inspection" will be implemented to allow vendors to take care of all licensing and inspection needs in one stop. The new process will be a two-step process- vendors will complete and submit their license application first with all needed documentation and once pre-approved, the inspection will be scheduled.

Please follow the below process to ensure the least amount of challenge for you in the renewal process:

**Starting September 2021-**

- Your Mobile Food Vending Propane Pressure Leak Test (PPLT) is **not extended** and needs to be renewed on or before its expiration date. PPLT's are valid for one year from the date of service. If you have a current PPLT that does not expire until after September 30, 2021, please email a copy to [CFDMFVINFO@columbus.gov](mailto:CFDMFVINFO@columbus.gov). If your current PPLT expires before September 30, 2021, you must get a new test and email the paperwork during September 2021 to [CFDMFVINFO@columbus.gov](mailto:CFDMFVINFO@columbus.gov).
- The Columbus Division of Fire must have a copy of a PPLT that is good as of September 30, 2021, to comply with the once-a-year submittal of your PPLT. If you expire between September 30, 2021, and March 31, 2022, you must obtain a new PPLT at the time of your current expiration for it to be considered valid for your March 2022 inspection. Columbus Fire will be doing spot inspections around town and at events to make sure your PPLT is current. If you don't have a current PPLT, Columbus Fire can determine you to be out of compliance and you may not be able to continue working the event.

**Starting January 3, 2022-**

- You may begin the pre-approval process for your Mobile Food Vending license-(Please do not start any sooner than January 3<sup>rd</sup> due to code restrictions.) Obtain all your necessary documents to support your application. You may obtain your fingerprint background check at that time at the Groves Road office, or if you prefer, you may obtain your fingerprint background check at



any WebCheck location at your convenience. WebCheck locations can be found at: <https://www.ohioattorneygeneral.gov/Business/Services-forBusiness/WebCheck/Webcheck-Community-Listing>. You must have the WebCheck outlet that you choose use the reason code: "Other- required for city license" and submit your fingerprints with instructions to **MAIL** the results to: **Columbus Public Safety, License Section, 4252 Groves Road, Columbus, Ohio 43232**. Not following those instructions will result in a large delay in our office receiving your background check. **BACKGROUND RESULTS WILL NOT BE ACCEPTED IN ANY OTHER MANNER**. There are instructions on the city licensing website under Short Term Rentals about how to submit your prints if you are out of state.


- Once your documents have been reviewed by Licensing Staff, you will be notified that you are pre-approved, pending the outcome of your background check. At that time you will be given one appointment for your License Section, Health, and Fire inspections. Those appointments will be scheduled in 4-hour blocks of time during which you can show up at 4252 Groves Road during that assigned block of time. When you are given your appointment time block, you will also be given a checklist of what is required by Fire and Health to pass your inspections. If you have more than one unit to be inspected, it would be helpful if you could bring them all at the same appointment.
- On the day and time block of your inspection, you will be instructed to pull in on the west side of 4252 Groves Road. License, Fire and Health personnel will inquire if you have the required equipment before being directed to enter the inspection line. Please try to keep within the 4-hour block of time for which you are scheduled and be prepared.- that will facilitate your inspection occurs in a fast, efficient manner. If successful, you will have all necessary paperwork showing you have passed all 3 inspections and you will be given your license and stickers at that time after paying your fees. We now have an online portal which you can use to pay your fees.

The License Section, Columbus Fire, and Columbus Public Health will continue this process into the future. It is important to follow these directions and the Divisions appreciate your cooperation in this new process.


More communication will be sent out involving the process as we near the March 2022 date. Remember- if you have a license from 2019 or sooner, all you have to do this year is send in proof of your current Propane Pressure Leak Test in September 2021 to [CFDMFVINFO@columbus.gov](mailto:CFDMFVINFO@columbus.gov).

Have a great rest of the year and we look forward to seeing you after the New Year!

Respectfully,



Cathy L. Collins, Assistant Administrator, Support Services, Public Safety



Lt. Brian P. Fowler, Fire Prevention Bureau, Columbus Division of Fire



Luke K. Jacobs, MPH, REHS, Public Health Administrator, Division of Environmental Health, Columbus Public Health

Attachment

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## REQUIREMENTS

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Mobile Food Vending Application (While the License Section remains closed to the public, submit your completed application with all required paperwork by using our drop box located next to our front entrance or email the complete application and required paperwork to [mfv@columbus.gov](mailto:mfv@columbus.gov)) \* **Applications must be notarized.**

Proof of Identity (i.e. State issued Driver's License/I.D. Card, Military I.D., Passport)

Copy of Valid Vehicle or Trailer Registration

Certificate of Insurance for Valid Commercial Liability Insurance

(The License Section, 4252 Groves Rd, Columbus, OH 43232, must be listed as the Certificate Holder)

- Minimum of \$300,000.00 for Pushcarts and Pedi-carts
- Minimum of \$1,000,000.00 for Trucks and Trailers

Letter of Good Standing

- o Is required from the City of Columbus Department of Income Tax. Questions on how to obtain this letter should be directed to their office at 614-724-0440.

Propane Pressure-Leak Test—Please supply a copy with an expiration date after March 31st 2021. This must be valid at the time of inspection.

State of Ohio Vendor's License - Ohio Taxpayer Services Division Ph: 888-405-4089

(Required only if selling taxable items, i.e. soda, shirts, drinks containing less than 50% vegetable or fruit juice by volume)

Background Check Affidavit (Submit with application if intending to operate in the Public Right-of-Way)

BCI Background Check

(Must be completed at an authorized WebCheck Agency, results **must be mailed** directly by the WebCheck Agency to the **License Section 4252 Groves Rd, Columbus, Ohio 43232.**) For additional info see page 11 of this packet.

State of Ohio Health Food Service License and/or Health Inspection Form

Please supply if it has been issued since February 28, 2021, otherwise this inspection will occur during your March License inspection

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Columbus Fire Inspection(You will be contacted to schedule your Fire Inspection once you have been pre-approved by the License Section. It will be part of your scheduled March 2022 License Section inspection.

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### Permit Costs

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**The License Section Permit Costs will be collected upon completion of your Fire Inspection.**

Application fee - \$20.00

Mobile Food Vending License fee - \$180.00

Mobile Food Vending Public Right-of-Way License fee - \$250.00

(Optional - Unit must be under 25' for a truck or trailer, and 9' for a pushcart)

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