

February 01, 2023

Dear Mobile Food Vendor,

We hope your 2023 is starting off well!

The March, 2023 time frame to renew your Mobile Food Vending licenses and obtain all necessary inspections is quickly approaching. The City of Columbus will hold inspections (Licensing, Health and Fire) for your convenience starting March 7, 2023 and ending April 13, 2023 with **no inspections on Fridays**. Inspection times will be **by appointment only** and will only be scheduled once you have completed the below first steps.

The process will continue to be a two-step process:

Step One:

Vendors will complete and submit all their license application(s) with required documentation either in person at the License Office, 4252 Groves Road or scanned and sent by email to MFV@Columbus.gov. (Please see list of necessary supporting documents in Attachment #1) Once all the paperwork has been submitted and approved, you will next pay the fees for your license. Fees for 2023, per Columbus City Code, have not changed:

License Fee \$180

Public Right of Way Permit \$250

Background Check \$32

Application Fee \$20

You will then be scheduled for an appointment for your Fire & License Section Inspections **by the License Section**. When you are given your appointment time, you will also be given a checklist of what is required by Licensing, Fire and Health to pass your inspections.

*If your Propane Pressure Test\Leak Check is over 12 months old, you **must** have new test results and now is a good time to schedule those as early as possible due to demand. A new Propane Pressure Test\Leak Check Form is required and available on our website at <https://www.columbus.gov/public-safety/license-section/>.



Step Two:

Once you have successfully completed Step One, you will have your date and time for your inspection. Vendors showing up outside of their scheduled appointment time maybe rescheduled, so please be prompt.

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

Starting February 1st, 2023

- You may begin the pre-approval process for your Mobile Food Vending license. Obtain all your necessary documents to support your application. You may obtain your fingerprint background check at the License Section's Groves Road office (perferred option), or you may obtain your fingerprint background check at any WebCheck location of your choosing. You must have the WebCheck outlet of your choosing 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 delay in our office receiving your background check, thus postponing your licensing process. **BACKGROUND RESULTS WILL NOT BE ACCEPTED IN ANY OTHER MANNER.** **Please remember it can take up to 45 days to receive results from the Bureau of Criminal Investigation (BCI) once they receive your prints, so please plan accordingly. You will not be approved for Step Two without this office receiving the results. The fastest returns on your background results occur are if you do your Background check at the License Section.
- Once your documents have been reviewed and approved by Licensing Staff, You will be instructed to pay your licensing fees. Once paid, you will be given an appointment for your License Section, Health, and Fire inspections (all conducted at the same time). You will show up at 4252 Groves Road during that assigned block.
If you have more than one unit to be inspected, it would be helpful if you could submit all paperwork at the same time and we can schedule them together.
- On the date and time block of your scheduled inspection, you will pull in on the **west side entrance** and drive around the rear of the building and enter the inspection cue (see attached map). If you are too early, you maybe asked to wait off to the side while appointments ahead of you are completed. Please try to keep within the time for which you are scheduled and be prepared - that will insure your inspection occurs in a fast, efficient manner. No one will be inspected at a time that was not assigned to them. If successful, you will leave with all necessary paperwork showing you have passed all 3 inspections and you will be given your license, certificates and stickers. (Note: Columbus Public Health may not have an inspector at all inspections, depending on staffing)

Note: If you reside in the City of Columbus and if your mobile has never been licensed by Columbus Public Health before, you **MUST** contact Tim Basak at 614-645-6741 prior to your scheduled inspection. **Columbus Public Health must receive your inspection payment prior to your inspection.**



The License Section, Columbus Fire, and Columbus Public Health will continue this process utilizing these dates into future years. It is important to follow these directions and the Licensing Section, Division of Fire and Department of Health appreciate your cooperation in this process. Failure to complete Step One prior to Step Two will result in your being turned away for inspection, your licenses and certificates may be considered "EXPIRED" and you will not be allowed to conduct business until you can be rescheduled and fully re-licensed, opening yourself up to citation.

We look forward to seeing you in February for the completion of Step One and again in March for the completion of your inspections. For more information, contact the following individual divisions:

Licensing: 614-645-8366 or MFV@columbus.gov

Fire: 614-645-7641 ext 7641 or CFDMFVinfo@columbus.gov

Health: 614-645-6741 or TJBasak@columbus.gov

Respectfully,

Cathy L. Collins

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

Capt. Brian P. Fowler

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

Luke K. Jacobs

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



MOBILE FOOD VENDING INFORMATION SHEET

REQUIREMENTS

- **Mobile Food Vending Application** - Submit application in person at the License Section.
 - **Proof of Identity** - i.e. State issued Driver's License/I.D. Card, Military I.D., Passport.
 - **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** - Is Required from the City of Columbus Department of Income Tax. See attachment page 4.
 - **Propane Pressure Test/Leak Check** - Submit your Propane Pressure Test/Leak Check or submit it electronically by uploading form from our website at: <https://www.columbus.gov/public-safety/license-section/>
 - **State of Ohio Transient Vendor's License** - Contact Ohio Taxpayer Services Division at 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** - Complete the attached form (page 6) with application, if intending to operate in the Public Right-of-Way.
 - **BCI Background Check** - Can be completed at the License Section or at an authorized WebCheck Agency, but results must be mailed directly by the WebCheck Agency to the License Section 4252 Groves Rd, Columbus, Ohio 43232.
 - **State of Ohio Health Food Service License or Health Inspection Form** - Contact Columbus Public Health at 614-645-6741 to request your inspection. **Columbus Health must receive your Inspection Payment prior to your inspection.** If you live outside of the City of Columbus you will need to contact Franklin County Health at 614-525-3160 or the Health Office for the county where you reside.
- ** Bring the completed application and all of the above required documents to the License Section at the below listed address to complete your background check and to be scheduled for your required Fire & License Section Inspections.**

Permit Costs

- **Application fee - \$20.00**
- **BCI Background Check fee completed at the License Section- \$32.00**
- **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)

OFFICE LOCATION

License Section
4252 Groves Rd
Columbus, Ohio 43232

