January 21, 2022

Dear Mobile Food Vendor,

We hope your 2022 is starting off well!

The March, 2022 time frame to renew your Mobile Food Vending licenses and obtain all necessary inspections is quickly approaching. The City of Columbus will hold a one-stop inspection (Licensing, Health and Fire) for your convenience starting March 7, 2022 and ending April 15, 2022. Inspection times will be by appointment only and will only be scheduled once you have completed the below first steps.

The new process will 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 2022, 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 inspection. When you are given your appointment time block, 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 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.*
Step Two:

Once you have successfully completed Step One, you will have your date and time for your inspection. You will be 1 of 4 MFV inspections during that 2 hour block of time. The 2 hour time blocks should give you flexibility that day and assists us in managing volume and flow. Vendors showing up outside of their scheduled 2 hour time block will be 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, 2022-

- 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 this time at the Groves Road office, or if you prefer, you may obtain your fingerprint background check at any WebCheck location of your choosing. WebCheck locations can be found at: https://www.ohioattorneygeneral.gov/Business/Services-forBusiness/WebCheck/Webcheck-Community-Listing. 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.

- Once your documents have been reviewed and approved by Licensing Staff, you will be notified that you are pre-approved. 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). Those appointments will be scheduled in 2 hour blocks of time during which you will show up at 4252 Groves Road during that assigned block. Those appointment times will be in blocks of 2 hours: 8:00am-10:00am, 10:00am-12:00pm and 1:00pm-3:00pm. 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 be instructed to pull in on the west side of 4252 Groves Road and stop at a checkpoint. Assigned personnel will verify if you have the required Step One approval and the equipment to be inspected before being directed to drive around the rear of the building and enter the inspection cue. Please try to keep within the 2 hour block of 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 in a time block 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)
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 new 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.

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 or CFDMFVinfo@columbus.gov
Health: 614-645-6741 or JTBucher@columbus.gov

Respectfully,

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

Captain 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
DEPARTMENT OF PUBLIC SAFETY LICENSE SECTION
MOBILE FOOD VENDING INFORMATION SHEET

- **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)
- **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** (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** - (Submit the test results completed by one of the Propane Leak Testing Locations listed on page 9 of this packet.)
- **State of Ohio 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** (Submit 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 and/or Health Inspection Form**
  (Contact Columbus Public Health at 614-645-6741 to request your inspection.)
- **Columbus Fire Inspection** (You will received your Inspection information when you submit your application to the License Section.

**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)