

February 1, 2024

Dear Mobile Food Vendor,

We hope your 2024 is starting off well!

The March, 2024 time frame to renew your Mobile Food Vending licenses and obtain all necessary inspections is quickly approaching. The City of Columbus will hold the annual bundled inspections (Licensing, Health and Fire) for your convenience starting on March 4, 2024 and ending on April 18, 2024 (no inspections on Fridays). Inspection times will be **by appointment only** and will only be scheduled once you have completed the first step of the two-step process:

**Step One:**

Starting February 1, 2024, you may begin the pre-approval process for your Mobile Food Vending License. Obtain all your necessary documents to support your application, including starting your background check process. The application may be submitted either in person at the License Office, 4252 Groves Road or scanned and sent by email at: [MFV@Columbus.gov](mailto:MFV@Columbus.gov).

The Mobile Food Vending application can be found on our website at:

<https://new.columbus.gov/Business-Development/Business-Licenses-Resources>

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 results, 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 if you perform 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.

Fees for 2024, per Columbus City Code, have not changed:

License Fee \$180

Public Right of Way Permit \$250

Background Check \$32

Application Fee \$20



Once fees are paid and we have received your background results, you will be given an appointment for your License Section, Health, and Fire inspections (all conducted at the same time). Inspections will be held at 4252 Groves Road during that 30-minute 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. Vendors showing up outside of their scheduled appointment time may be rescheduled, so please be prompt.

### Step Two:

On the date and time of your scheduled inspection, please pull your unit in on the east side of 4252 Groves Road and into the cue for the inspection shelter. If you are too early, you may be asked to wait off to the side while appointments ahead of you are completed. Please try to keep within the 30-minute time block 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).

**\* If your Propane Pressure Test\Leak Check Form is over 12 months old, you must have new test completed.**

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://new.columbus.gov/Business-Development/Business-Licenses-Resources> under the Mobile Food Vending (MFV) tab. You can find a list of licensed plumbers at:

<https://portal.columbus.gov/Permits/Default.aspx>. Look under "Contractor Search- License Type- Plumbing Cont" and hit "Search". Please contact them ahead of time to make sure they can perform the necessary test. You may also use a propane specialist.

\*\*If you reside in the City of Columbus and if your mobile unit 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 health inspection payment prior to your inspection.

\*\*\*If you are obtaining your Columbus Health inspection at Step Two, you must bring a generator with you to demonstrate you have hot water, etc.

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, starting March 24, 2024 for the completion of your inspections. For more information, contact the following individual divisions:

Licensing: 614-645-8366 or [MFV@columbus.gov](mailto:MFV@columbus.gov)

Fire: 614-645-7641 ext. 7641 or [CFDMFVinfo@columbus.gov](mailto:CFDMFVinfo@columbus.gov)

Health: 614-645-6741 or [TJBasak@columbus.gov](mailto:TJBasak@columbus.gov)



Kate Pishotti  
Director

Respectfully,

*Cathy L. Collins*

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

*David R. Baugh*

Assistant Chief David R. Baugh, Division of Fire

*Luke K. Jacobs*

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