



MOBILE VENDOR PERMIT

City of Fulton | City Hall

Mail: 101 W. Wiygul St., Fulton, MS 38843

Phone: (662) 862-4929 Fax: (662) 862-9817

Email: cityclerk@fultonms.org

MS Tax ID Number: _____

*Listed under Business Information

Received By: _____

Date Received: _____

(For office use only)

PERMIT FEE: \$250 PER MOBILE VENDING UNIT PER YEAR (Non-refundable)

BUSINESS INFORMATION

LOCATION FOR MOBILE VENDOR STORAGE (NOT PERMITTED TO STORE IN RESIDENTIAL PROPERTIES OR ZONES; OWNER PERMISSION REQUIRED. LIST THE LOCATION OF TRUCK/TRAILER OUTSIDE OF BUSINESS HOURS):

OFFICIAL BUSINESS NAME: _____

DBA (IF ANY): _____ **BUSINESS TYPE:** (FOOD / RETAIL) _____

CITY OF FULTON PRIVILEGE LICENSE # (IF PREVIOUSLY ESTABLISHED): _____

MS DEPT. OF REVENUE STATE TAX NUMBER (EIN): _____

(MUST BE DESIGNATED AS A CITY OF FULTON BUSINESS OR DESIGNATES THE CITY OF FULTON AS AN ADDITIONAL PERMITTED LOCATION FOR

CONTACT INFORMATION

PROPERTY OWNER CONTACT INFORMATION (Where you plan to sell goods):

Property Owner Name: _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Number(s): _____

MOBILE VENDOR CONTACT INFORMATION (if different from property owner):

Name: _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Number(s): _____

REQUIRED ATTACHMENTS -All required attachments must be submitted BEFORE the Privilege Tax License (#6) can be issued.

- ☐ 1. Vehicle registration and insurance documentation for all vehicles/trailers
- ☐ 2. *Mississippi Department of Health Food Service Permit (if selling food) <https://msdh.ms.gov/page/resources/432.pdf>
- ☐ 3. Mississippi Department of Revenue State Tax Number (with proof that business is listed as a City of Fulton business or as an additional permitted location for reporting of sales tax collected for sales within the City of Fulton.)
- ☐ 4. *City of Fulton **Property Owner Consent** Form for Each Proposed Location
- ☐ 5. Minimum \$500,000 Liability Insurance Policy with City of Fulton listed as Insured
- ☐ 6. *City of Fulton **Privilege Tax License** (obtained after this permit "Mobile Vendor Permit" is approved.)

* All required documents MUST be kept up-to-date and available for inspection when vendor is in operation. City of Fulton Privilege Tax License, MDOH Permit, and "Private Property Consent Form" MUST be displayed.

*** PLEASE SEE REVERSE SIDE ***

Office Received by: _____ (initial)

Applicant: _____ (initial)

Mobile vendors and mobile pushcarts are subject to *Section 607.1, 607.1.1, and 607.1.2* of the City of Fulton Code of Ordinances and are subject to review by all City of Fulton utilities, building, and public safety officials including. All mobile vendors must have self-contained utilities (*see #11*) and utilize only portable equipment.

Guidelines Mobile Vendor Operations:

1. Park no closer than 25 ft from any “brick and mortar” restaurant
2. Park legally on public streets within a designated parking space, providing safe access from the sidewalk for customers.
3. Operation of a Mobile Vendor on private property requires the following:
 - A. Written permission from the property owner
 - B. Must be parked 10-30 feet from the street curb and/or Right of Way
 - C. Ample distance for proper traffic flow and safe passage for customers
 - D. Occupy only designated parking spaces
4. Mobile vendors may not park in any permitted location more than five (5) hours, past 1:00 am, or overnight. Mobile vendors locating beyond these times are considered an accessory use, requiring a commercial construction application for building review to site permanently on private property.
5. Grease **may not** be disposed of in wastewater, storm water, sewer utilities, tree pits, sidewalks, streets, other public places, or unpermitted private locations.
6. Mobile vending vehicles must be attended at all times
7. Mobile vending vehicles may not be locked or attached to trees, garbage receptacles, or street furniture.
8. **Structures, canopies, tables, chairs, or signage not attached to the mobile vending vehicle** may not be utilized in a way that would obstruct free and safe passage for pedestrians or ingress or egress of any business, entrance, or exit.
9. Signage is not allowed in rights-of-way or in a place to restrict views of drivers of surrounding traffic
10. Mobile vendors are responsible for all waste and trash removal and must maintain the area within 15ft of the operation to be kept clear of all grease and refuse associated with the operation.
11. Mobile vendors must have self-contained utilities (i.e. generator, water source, etc.) and are not permitted to utilize the City’s public or any private utilities.
12. No speakers, noise production devices, or sound amplifications are permitted. Generators must adhere to the city’s noise ordinances.
13. No sales or service of alcohol is permitted by mobile vendors on public property except as permitted by State law and City Ordinances. Private location operations should consult the Mississippi Alcohol and Beverage Commission.
14. **7% sales tax is required by the State of Mississippi. Prepared-food merchants shall collect and remit an additional 3% tax for *Pennies for Parks* (TOTAL of 10% tax). For transparency, please retain a running record of dates, cash sales, and card sales in your transient vendor vehicle at all times.**
15. ***Privilege Tax License must be acquired through the City of Fulton AFTER submitting this form - “Mobile Vendor Permit”**

I understand, as the Permit Holder, I am responsible for ensuring all work is completed in accordance with all applicable State of Mississippi and City of Fulton ordinances and statutes. I hereby certify that all information contained in this application is truthful and accurate to the best of my knowledge and that I have received a copy of this application. I understand that it is my responsibility to maintain my vehicle and that I am subject to all Codes in *Sections 607.1, 607.1.1, and 607.1.2* of the City of Fulton Land Development Code.

Applicant Signature _____ Date: _____

***OFFICE STAFF MUST MAKE A COPY OF SIGNED GUIDELINES FOR BUSINESS OWNER**

**CITY OF FULTON, MS - TRANSIENT VENDOR
NOTICE OF CONSENT**

APPLICANT: (Name, Address, Phone)

PROPERTY OWNER: (Name, Address, Phone)

This is to certify that I, _____, (Property Owner Name), am the owner of the property located at: _____, Fulton, MS.

I understand that _____ (Applicant Name) has applied for a business license from the City of Fulton, MS and their business will be located from the above-described address.

I also understand that the applicant is allowed access to public restrooms at this location and access to parking for customers.

I hereby give my permission to permit this activity from my property and allow the City of Fulton, MS to issue the appropriate Transient Vendor Permit and Privilege License.

Signature: _____ **Date of Consent:** _____
Property Owner or Manager

* Consent is revocable in the event the property is sold, under new management or the user fails to meet any agreed upon terms or conditions.

* User agrees to abide by all Local, State and Federal laws and any terms or conditions set by the property owner or manager.

Area to be used: (optional - description or outline of area that consent is given)

Term or Conditions: 1 year of Date of Consent

***OFFICE STAFF MUST MAKE A COPY OF SIGNED GUIDELINES FOR BUSINESS OWNER**

Office Received by: _____ (initial)

Applicant: _____ (initial)

[illegible]