



Temporary Food Truck Vendor Permits and Policies

Definition of Street Food Vendor:

1. Any person who engages in selling prepared or packaged food items on foot, cart, or vehicle.
2. Any person who engages in selling food at a temporary location.

Fees for a Street Food Vendor Permit:

Registration Fee	\$150.00
Annual Permit per vehicle or cart	\$200.00
One Day Permit.....	\$60.00
Two days.....	\$120.00
Three days.....	\$180.00

******All yearly renewals must come in at least two (2) months prior to permits expiring.**

All Day permits must be applied for at least one (1) month before event. No exceptions. *****

If the vendor application is denied by the Town of Killingly, the applicant will be entitled to a full refund. However, if the applicant withdraws their application for any other reason, there will be a \$50.00 (fifty dollar) administration fee withheld from the payment reimbursement.

*****FEES ARE SUBJECT TO CHANGE AT THE BEGINNING OF EACH FISCAL YEAR*****

Required Documentation for a Food Vendor Permit:

1. **Completed dated and signed application packet**-application, Applicate Tracking Number print out, and certificate of acknowledgment
2. **Valid Photo Identification**-Must display current address and expiration date
3. **Valid Connecticut Sales Tax and Use Permit**-Issued from The State of Connecticut Department of Revenue Services:

[https://portal.ct.gov/DRS/Sales-Tax/Applying-for-a-Sales-Tax-Permit-Resale-Number - 40946](https://portal.ct.gov/DRS/Sales-Tax/Applying-for-a-Sales-Tax-Permit-Resale-Number-40946)

4. **Valid Health Certificate**- To operate a food truck/cart you will need a permit issued by the Northeast District Department of Health.

<https://www.nddh.org/formspermits/>

5. **Valid registration of motor vehicle and proof of insurance**- Please provide a photograph of the food truck or cart along with copy of registration and valid insurance card for vehicle or cart. Food cart must be equipped with wheels.

6. All food trucks and carts must be inspected by the Town of Killingly Fire Marshall- inspections can be scheduled by contacting the Building Department at building@killinglyct.gov or calling 860-779-5315.

Regulations:

- Food Vendor permits are issued for temporary locations, i.e., food truck or cart cannot be left overnight or unaccompanied by vendor for more than one hour at a time. Vendors shall not vend between the hours of 9:00 pm and 6:00 am.
- Background checks may include but not limited to inquiries to any police department, better business bureau or consumer protection department to ensure the proposed vending will not have a negative impact upon the public health, safety, or welfare.
- Upon findings that the facts stated in the application are true and complete and upon payment of the permit fee prescribed, the issuer shall issue a dated and signed permit. The permit identification must include the full name and photograph of the applicant to be displayed in the vehicle or truck for public view. The permit shall be personal and nontransferable.
- The issuance of a permit does not constitute an endorsement of the person, product or service by The Town of Killingly.
- Suspension, cancellation, or revocation- the issuer reserves the right to suspend, cancel or revoke such permit for any of the following reasons:
 - (1) The permit holder engaged in conduct of a character likely to mislead, deceive or defraud.
 - (2) The permit holder engaged in any untruthful or misleading advertising.
- The police shall have the authority to revoke the permit of any vendor convicted of violating any law pertaining to the sale of illegal substances, alcohol or violations to the storing and handling sale of food or any other proper cause, upon the presentation of written notice to the applicant establishing proper cause.
- Trash: each vendor must provide a trash container on the vending site. Any trash pertaining to the vendor within a 25-foot radius of the vending sale must be disposed of and removed by the vendor.
- Vendors are prohibited from setting up tables, tents, or chairs at vending site.
- Vendors are prohibited from vending on sidewalks, in front of the entrance or exit to any building or driveway, in front of any mailbox or traffic sign or within 25 feet of a bus stop, fire hydrant, loading zone or emergency call box or within 50 feet of any intersection.
- Vendors may not sell non-food related items.
- No child under the age of sixteen years of age shall be allowed to engage in vending unless they have been issued working papers by the appropriate town authority or are otherwise permitted to do so under the state and/or federal law.
- Vending is *not* permitted adjacent to a declared festival or Town sponsored event.
- Vending in Town owned parking lots are allowed only in designated spaces as shown on attached map.

Liability of Permittee: *Any person whom a permit is issued shall be liable for any loss, damage or injury sustained by any person or property by reason of negligence on the part of the person engaged in the activity being sponsored under the permit and shall agree to hold the town any of its agents and employees harmless from all losses caused by the permittee or any person engaged in activity being sponsored under the permit.*



TOWN OF KILLINGLY
TOWN MANAGER'S OFFICE
172 Main Street, Killingly, CT 06239
860-779-5300 ext. 7 ~ townmanager@killinglyct.gov

REQUEST FOR CRIMINAL RECORD CHECK

Date: _____ **_____ New Applicant _____ Renewal Applicant**

Last Name

First Name

Middle

Date of Birth

Social Security Number

Address

City

State

Zip Code

Race:

___ Black ___ White ___ Hispanic ___ Asian ___ Other: _____

Gender:

___ Male ___ Female ___ Other: _____

Court Case(s) Pending: ___ Yes ___ No ___ Recently Disposed of on _____
Date

Signature Required: _____

Effective July 26, 2021, The State of Connecticut has changed the process to apply for a background checks. Each town was provided with their own Service Code for this process. All permit applicants must PRE-ENROLL their information to be fingerprinted and the application process to be completed. The following website to PRE-ENROLL is: <https://ct.flexchecks.us.idemia.io/cchrspreEnroll>. The Town of Killingly Service Code is: 45B5-21C2.



**TOWN OF KILLINGLY
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License Type: **STREET VENDOR** ☐ NEW ☐ RENEWAL

Date Application Submitted: _____

License Is Hereby Granted To: _____
(Individual Name under which **vending** is to be operated)

Street Vendor Business Name: _____ Telephone: _____

Setup Location: _____

Description of Merchandise to be sold: _____

I, hereby agree to abide by all of the rules and regulations pertaining to **STREET VENDOR** as defined by the Town of Killingly General Code of Ordinances and Connecticut General Statutes.

Applicant Name: _____
(Last) (First) (Middle)

Applicant Address: _____
(Street #) (Street Name) (City) (State) (Zip)

Home Phone: _____ Mobile Phone: _____ Email: _____

Social Security # _____ Birth Date: _____

Valid Photo ID# _____ Issuing State: _____

Type of Identification:

☐ Driver License ☐ Non-Driver License ☐ Passport ☐ State Income Maintenance Issued ID

☐ Other Issued ID _____

Once issued a vendor permit is not transferable, no refund will be issued, and is subject to the provisions of the Town of Killingly General Code of Ordinances and Connecticut General Statutes applicable to the activity for which the permit is granted.

By signing this application the Applicant is authorizing the Town of Killingly to complete a background check on individuals, partners or officers of the entity to which the business license is issued. The Applicant further certifies that a copy of the Town of Killingly Ordinance Rules & Regulations governing this business license has been received.

Signature: _____

Date Signed: _____



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CERTIFICATION ACKNOWLEDGMENT

I hereby certify that I have read the Ordinances and/or Rules/Regulations which pertain to **Street Vendor** license operations for the Town of Killingly. I understand that I must comply with these Ordinances and/or Rules/Regulations at all times or be subject to enforcement actions by the Town of Killingly.

I understand that if my application for Street Vendor Permit is denied by the Town of Killingly, I will be entitled to a full refund. However, I further understand that if I withdraw my application for any other reason, there will be a fifty dollar (\$50.00) administrative fee withheld from my payment reimbursement. Once issued a permit is non-refundable and non-transferable.

PRINT YOUR NAME

YOUR SIGNATURE

BUSINESS NAME

DATE

Food Truck Vending Areas



Food Truck Vending Areas

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