

CITY OF ONEIDA

MOBILE FOOD VENDOR LICENSE APPLICATION

January 1, 2025 – December 31, 2025

Hours of Operation: 8:00 a.m. – 11:00 p.m.

This application and all required documents listed on Page 2 must be submitted at least 30 days prior to operating any mobile vending activity within the City of Oneida, including sales from a vehicle, pushcart, or stand offering ready-to-eat food and/or beverages (prepackaged, preprepared, or prepared on site).

BUSINESS INFORMATION

Business Name: _____

Business Address: _____

Phone Number: (____) ____ - ____

Applicant Name: _____

Purpose of License: _____

Type of Goods Sold: _____

Method of Distribution: _____

VEHICLE INFORMATION

DMV Vehicle Registration #: _____ ☐ Truck ☐ Trailer

DMV Vehicle Registration #: _____ ☐ Truck ☐ Trailer

VIN #: _____ ☐ Truck ☐ Trailer

VIN #: _____ ☐ Truck ☐ Trailer

LICENSE FEES

☐ Daily – \$25.00 ☐ Yearly – \$150.00

If applying for a daily license, indicate your date(s) of operation: _____

Note: The yearly license fee includes participation in all approved Special Events during the license term. Daily vendors must obtain additional day licenses for each day of operation.

ADDITIONAL SALESPEOPLE

(\$15.00 each – Driver's License or Photo ID Required)

The primary applicant is included in the base fee. List additional personnel below. Use back if needed.

Name	Address

FORMS OF PAYMENT ACCEPTED

- Cash
- Personal Check from a local bank (payable to City Clerk)
- Money Order (payable to City Clerk)
- Credit/Debit Card (in person only)

CERTIFICATION & COMPLIANCE AGREEMENT

By signing below, I certify that:

1. I have received the Oneida Fire Department Requirements for Mobile Food Preparation Vehicles and the Inspection Affidavit.
2. The affidavit must be completed by an approved inspection agency or a company registered with the U.S. Department of Transportation for LP-gas cylinders.
3. A fire safety inspection is required unless a valid inspection from another municipality has already been issued for the current calendar year.

Will you be cooking on-site? ☐ Yes ☐ No

I FURTHER AGREE TO COMPLY WITH THE FOLLOWING:

- Occupancy Limit: Only one parking space may be occupied at a time, regardless of truck/trailer size.
- Parking Compliance: Vendors must follow all City of Oneida and NYS traffic/parking regulations, including:
 - Parking in the direction of traffic flow
 - Avoiding no-parking zones or fire lanes
- Curbside Ordering: Clearly designate and maintain a pickup area that does not interfere with traffic or pedestrian safety.
- Public Safety: Ensure operations do not obstruct sidewalks, roadways, or create hazards.
- Enforcement Notice: Violations may result in fines, removal, or license revocation.

Signature: _____ Date: _____

Printed Name: _____ Title: _____


REQUIRED ATTACHMENTS

- ☐ Insurance certificate listing City of Oneida as Additional Insured (only if operating on City property or right-of-way)
- ☐ Proof of Workers' Compensation & Disability Insurance
- ☐ Valid Madison County Health Department Permit (see note below)
- ☐ NYS Sales Tax Certification
- ☐ Photograph of Vehicle
- ☐ Mobile Food Prep Vehicle Inspection Affidavit

NOTE ON HEALTH DEPARTMENT REQUIREMENTS

Mobile food vendors must obtain a permit from the Madison County Health Department, even if licensed in another county. Health permits are not transferable across county lines in NYS. Each county health department regulates food safety independently, and vendors must comply with the local health codes and inspections where they are physically operating.

Contact:

 (315) 366-2526

 www.madisoncounty.ny.gov

FOR OFFICE USE ONLY

CITY OF ONEIDA OFFICIAL APPROVAL FORM

To be completed by designated officials before approval is granted.

Department	Signature	Date
Police Department		
Fire Department		
City Clerk/Deputy		

License Number: _____

CITY OF ONEIDA FIRE DEPARTMENT

DEPARTMENT OF PUBLIC SAFETY
BUREAU OF FIRE

Fire Marshal's Office

Brian B. Burkle Jr., Fire Marshal
Andrew P. Bennett, Assistant Fire Marshal



109 North Main Street
Oneida, New York 13421
TEL: 315-363-1910
FAX: 315-363-3437
bburkle@oneidacityny.gov
abennett@oneidacityny.gov

Please have all Appliances in place and be able to demonstrate your cooking operation when asking for a fire department inspection. We will have an extensive check list to go through. The inspection can take between 30 – 60 minutes. Listed here are some common issues that have held up the approval process.

- **Fire Protection**

- A Type I Exhaust hood with welded seams and code complaint must be installed over any grease laden appliances. This includes flat top griddles, stoves and fryers
- Cooking equipment shall be properly protected by an automatic fire extinguishing system (Ansul system) that has been certified by a qualified fire equipment vendor.
- Each trailer shall have at least (1) multipurpose **5 lb.** ABC Fire extinguisher and at least (1) K Class fire extinguisher. (if more than 3 fryers, a 2nd K Class is required) Extinguishers shall be hung or secured adjacent to an exit.

- **Fuel Supply / Electric Supply**

- Gas cooking appliances shall be secured in place and connected to a fuel supply with a listed flexible line. Appliances will also have the ability to be moved out for cleaning purposes.
- LP Gas storage cylinders shall not exceed 200 lb. capacity, and shall be securely mounted, restrained and protected from impact. Cylinders shall not be stored or transported inside the trailer. Cylinders shall be covered to protect from weather elements.
- LP Piping shall be secured and protected to prevent tampering and impact. All piping and cylinders shall be inspected by a third party registered by DOT to requalify LP gas cylinders.
- Cooking oil storage tanks, if applicable, shall comply with all codes with regard to storage and venting.
- Generators located on the exterior of the vehicle must be stored in enclosed vented housing to prevent public access. Compartments built into trailers shall vent to the exterior.
- All wiring must be in a safe approved manner
- Any canopies must be made of fire resistance material and be stamped as such.
- An LP Gas detector (commonly found on Amazon or an RV Supply house) shall be installed.
- A Carbon monoxide alarm shall be installed.

CITY OF ONEIDA FIRE DEPARTMENT

DEPARTMENT OF PUBLIC SAFETY
BUREAU OF FIRE

Scott A. Jones
Fire Chief



109 North Main Street
Oneida, New York 13421
TEL: 315-363-1910
FAX: 315-363-3437
sjones@oniedacityny.gov

To: All Mobile Food Preparation Vehicles (Food Trucks) operating in the
City of Oneida

From: Oneida Fire department Fire Marshal's division

Re: Mobile Food Preparation Vehicle Inspection Affidavit

Section 319.10.3 Fuels Gas Systems of the 2020 Fire Code of New York State states:

LP-gas containers installed on the vehicle and fuel-gas piping systems shall be inspected annually by an approved inspection agency or a company that is registered with the U.S. Department of Transportation to requalify LP-gas cylinders, to ensure that system components are free from damage, suitable for the intended service and not subject to leaking. CNG containers shall be inspected every 3 years in a qualified service facility. CNG containers shall not be used past their expiration date as listed on the manufacturer's container label. Upon satisfactory inspection, the approved inspection agency shall affix a tag on the fuel gas system or within the vehicle indicating the name of the inspection agency and the date of satisfactory inspection.

This affidavit, section 1 and 2, must be completed annually and forwarded to the Oneida Fire Department – Fire Marshal's division in order to operate a Mobile Food Preparation Vehicle (Food Trucks) in the City of Oneida.

Section 1: Vendor Information

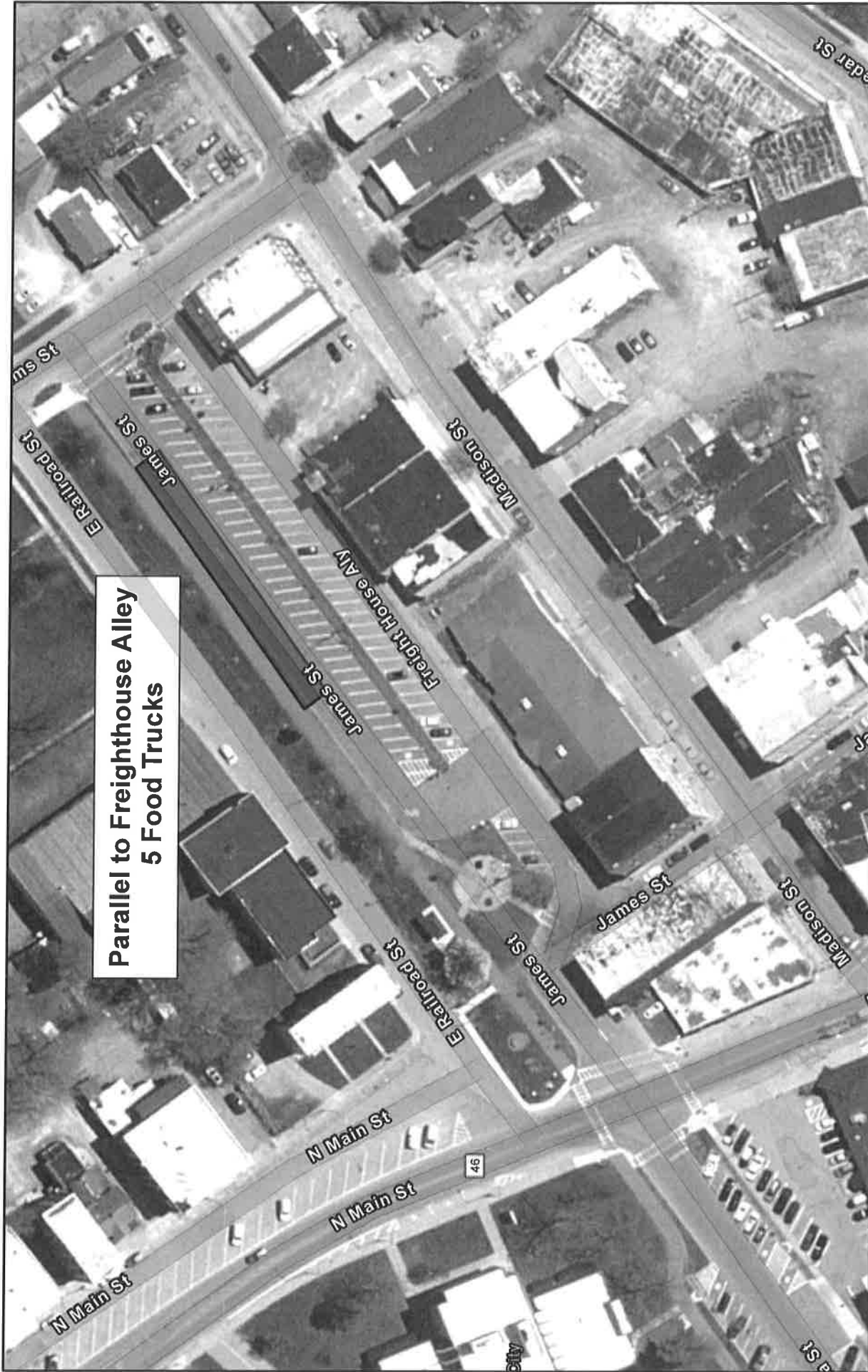
Vehicle (Business) Name: (add unique identifier for companies with multiple vehicles)	
Responsible Party:	
Business Address:	
Phone #:	
Email:	

Section 2: Inspection Company Information

Inspection Company:	
USDOT#:	
Address:	
Phone #:	
Email:	
Name of Inspector:	
Inspector Signature:	

Scott A. Jones
Fire Chief
City of Oneida Fire Department

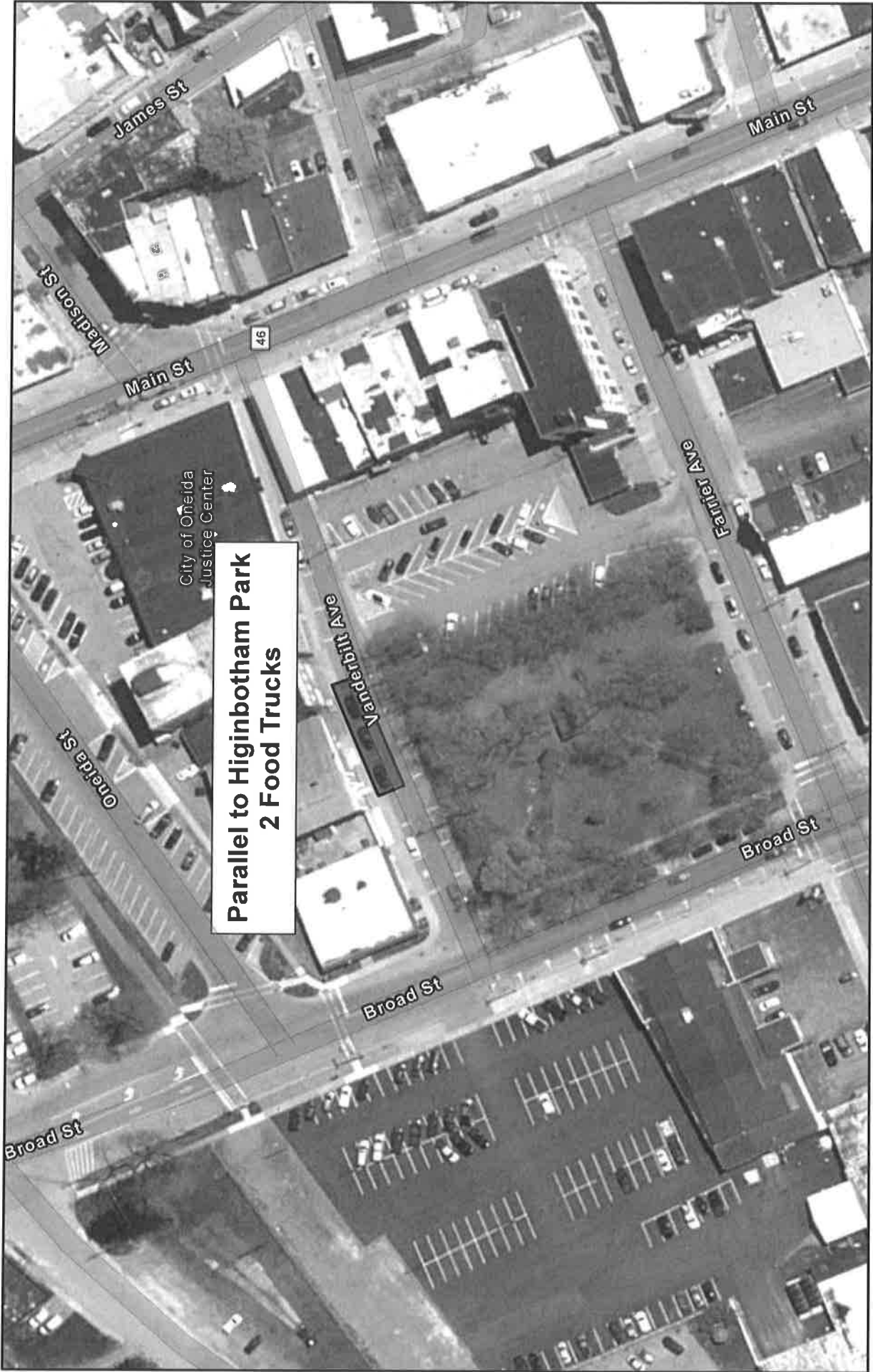
Location 1 Freighthouse Alley



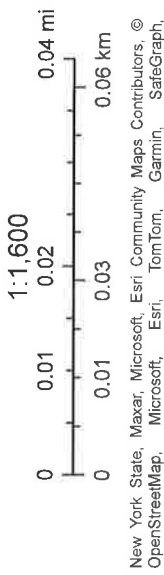
9/26/2024

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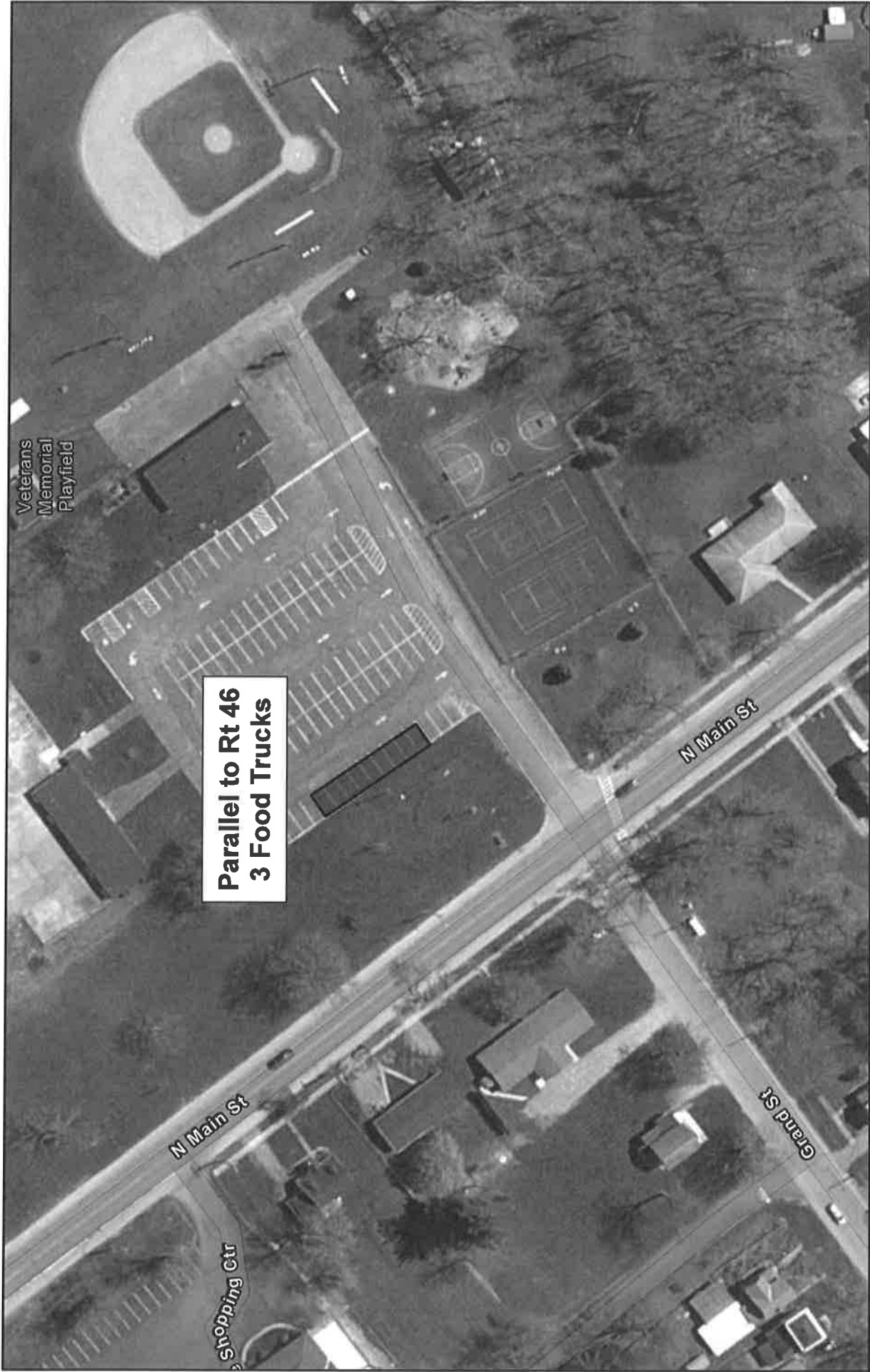
Location 2 Higinbotham Park



9/26/2024

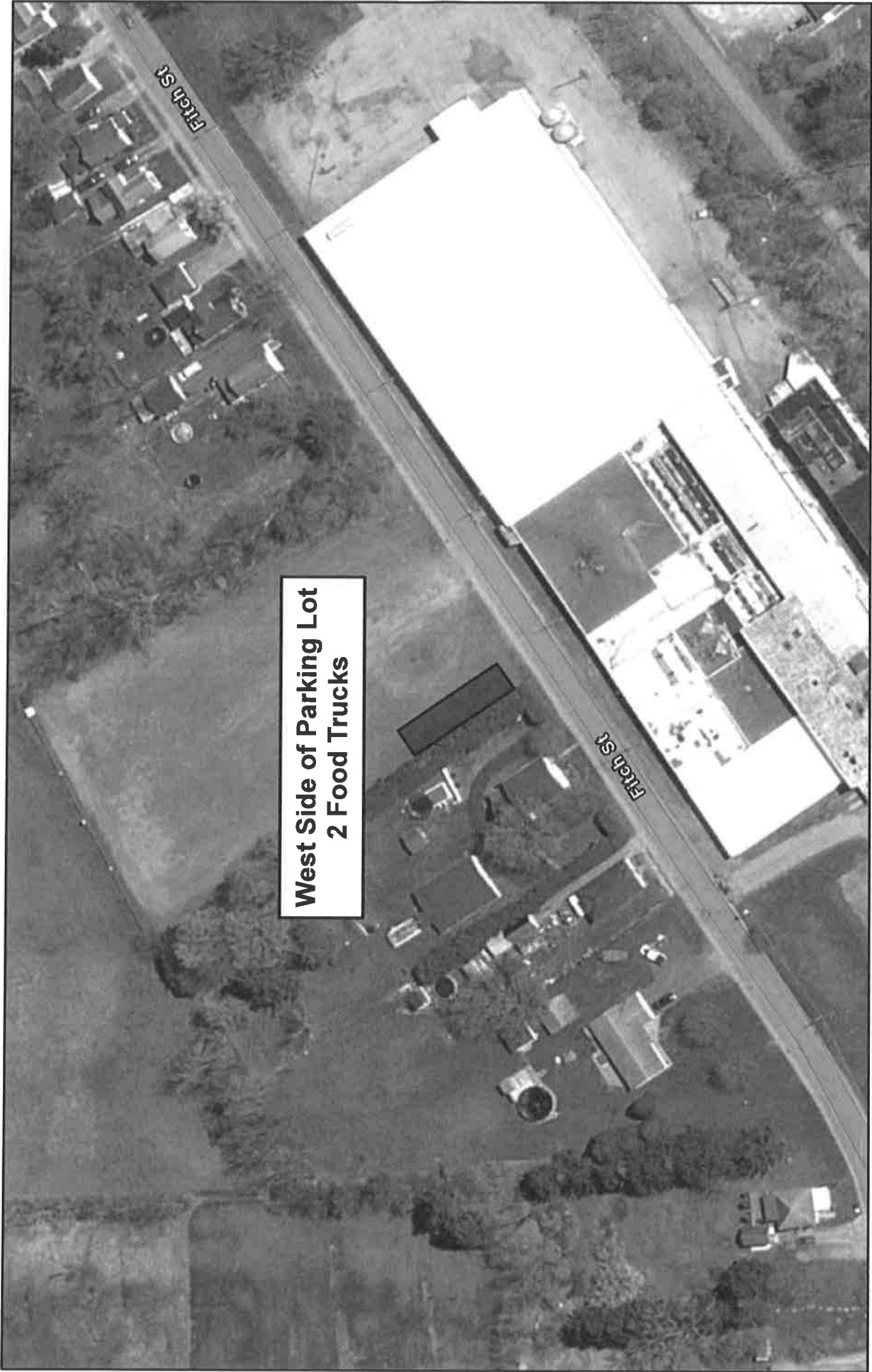


Location 3 Veterans Memorial Park



9/26/2024

Location 4 Harmon Field



9/26/2024

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