

CITY OF ONEIDA

MOBILE FOOD VENDOR LICENSE APPLICATION

January 1, 2025 – December 31, 2025

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

This application, along with the required items listed on Page 2, must be submitted at least two (2) weeks prior to selling or offering to sell, from a vehicle, pushcart or stand, ready-to-eat food and/or beverage items, prepackaged, prepared, or prepared on location.

BUSINESS NAME: _____

ADDRESS: _____

PHONE #: _____

APPLICANT NAME: _____

PURPOSE OF LICENSE: _____

KIND OF GOODS SOLD: _____

METHOD OF DISTRIBUTION: _____

DMV VEHICLE REGISTRATION: _____ ☐ Truck _____ ☐ Trailer

VIN NUMBERS: _____ ☐ Truck _____ ☐ Trailer

FEES: Daily \$25.00 ☐ Yearly \$150.00 ☐

The yearly fee includes any Special Events worked throughout the period of this license.

ADDITIONAL SALESPEOPLE (\$15.00 each-Driver's License or Photo ID Required)

Applicant is included in the application fee-please use the back side if more space is needed.

NAME: _____ ADDRESS: _____

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 if paid in person

CERTIFICATION

I hereby certify that by signing this form, I have received a copy of the Oneida Fire Department Requirements for Mobile Food Preparation Vehicles and the Mobile Food Preparation Vehicle Inspection Affidavit. The affidavit must be completed (by an approved inspection agency or a company that is registered with the U.S. Department of Transportation to requalify LP-gas cylinders) before submitting the application, and a fire safety inspection is required unless valid proof of a fire safety inspection from another municipality has been issued for the current calendar year.

PLEASE INDICATE: ☐ Will be cooking on the premises ☐ Will NOT be cooking on the premises

I further agree to abide by the following:

Occupancy Limitations: Mobile food vendors are permitted to occupy only one parking space at a time, regardless of whether their vehicle is a single-unit vehicle or a truck and trailer combination.

Compliance with Regulations: All mobile food vendors must adhere to the parking regulations established by the City of Oneida and the laws of New York State, including but not limited to:

- Parking in the direction of traffic flow.
- Avoiding parking in prohibited zones, such as no-parking areas or designated fire lanes.

Curbside Ordering and Pickup: Mobile food vendors must designate a curbside ordering/pick-up area that does not impede the flow of traffic or create hazards for patrons accessing the food truck. This area must be clearly marked and maintained in a manner that prioritizes public safety.

Safety Considerations: Vendors are responsible for ensuring that their operations do not obstruct pedestrian pathways, traffic lanes, or create unsafe conditions for patrons or passing vehicles.

Enforcement: Violations of these regulations may result in fines, removal of the vehicle, or revocation of the vendor's permit to operate within the City of Oneida.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

TITLE: _____

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

- | | |
|---|-----------------------------|
| Insurance Policy naming the City of Oneida as an additional insured | <input type="checkbox"/> ** |
| Proof of Worker's Comp and Disability Insurance | <input type="checkbox"/> ** |
| Valid permit from the Health Department | <input type="checkbox"/> |
| NYS Sales Tax Certification (Document) | <input type="checkbox"/> |
| Photocopy of the vehicle | <input type="checkbox"/> |
| Mobile Food Preparation Vehicle Inspection Affidavit | <input type="checkbox"/> |

** Only required if operating on City owned property or City right of ways.

For Office Use Only

CITY OF ONEIDA OFFICIAL APPROVAL FORM

This document must be completed and signed by the designated officials before approval is granted.

Police Chief Approval

Signature: _____

Date: _____

Fire Chief Approval

Signature: _____

Date: _____

City Clerk/Deputy City Clerk Approval

Signature: _____

Date: _____

License Number: _____

This form serves as an official record of approval and must be retained for documentation purposes.

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

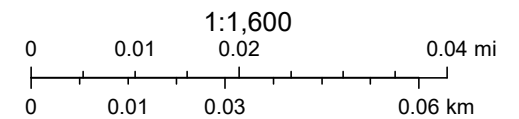
Inspection Company:	
USDOT#:	
Address:	
Phone #:	
Email:	
Name of Inspector:	
Inspector Signature:	

Scott A. Jones
Fire Chief
City of Oneida Fire Department

Location 1 Freighthouse Alley



9/26/2024

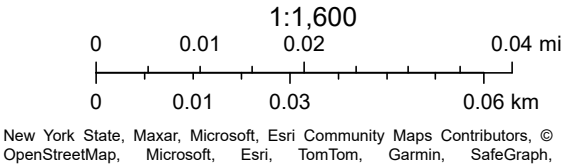


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Location 2 Higinbotham Park



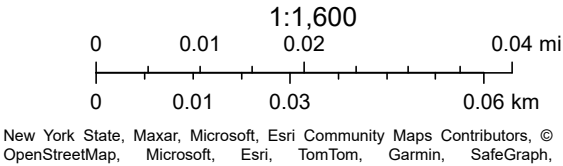
9/26/2024



Location 3 Veterans Memorial Park



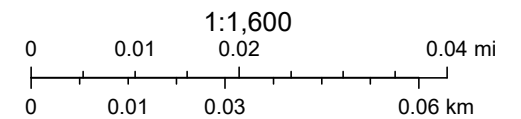
9/26/2024



Location 4 Harmon Field



9/26/2024



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