



MOBILE VENDING PERMIT APPLICATION

PERMIT FOR CALENDAR YEAR: _____

BUSINESS OWNER INFORMATION

Name of Business Owner: _____

Home Address of Business Owner: _____

Phone Number of Business Owner: _____

Email of Business Owner: _____

MOBILE VENDING BUSINESS INFORMATION

Base of Operation Business Name: _____

Base of Operation Physical Address: _____

Printed Name on Mobile Vending Unit: _____

Base of Operation Phone Number: _____

Business Email: _____

Mobile Vending Unit Information: License Plate #: _____

Make: _____ Model: _____ Year: _____

Type of Mobile Vending Unit: Food Truck Ice Cream Truck Mobile Retail Vendor

Brief description of goods being sold:

REQUIRED DOCUMENTATION AND LICENSES

The below documentation is **required** to qualify for a Mobile Vending Unit Permit and **must** be submitted along with the application.

- Copy of a Current Business License from the City of Richmond Hill**
- Recent Color Image of the Mobile Vending Unit**
- Copy of Georgia Dept. of Public Health Food Service Permit (Food Trucks only)**
- Mobile Vending Unit Fire Safety Inspection Approval From RHFD**
- Copy of Georgia Dept. of Agriculture Permit (If Applicable)**
- Authorization for Background Check (Ice Cream Trucks only)**
- Mobile Vending Annual Permit Fee**

By signing below, I acknowledge I have read, understand, and agree to comply with the City of Richmond Hill Code of Ordinances for the operation of a Mobile Vending Unit and all other state laws and policies governing Mobile Vending Units. I further acknowledge and understand I must obtain property owner approval to operate on private property.

Mobile Vending Permits are valid for up to twelve months and expire on December 31st. It is the responsibility of the permit holder to apply for and/or renew the annual permit.

Permit holders will receive a Mobile Vending permit decal from the City of Richmond Hill upon issuance of a permit and must clearly display the decal in a visible location on the unit windshield at all times during the permit year.

Printed Name of Applicant

Signature

Date

-----DO NOT WRITE BELOW THIS LINE / FOR STAFF USE ONLY-----

PERMIT FEE: \$200.00 Method of payment: Cash Card Check # _____

STAFF APPROVAL: Approved By: _____ Date: _____

Comments: _____

For more info contact our planning staff lgoodman@richmondhill-ga.gov or astyer@richmondhill-ga.gov

REVISED 1-1-25