



Town Clerk
Michele Stancati

Town of Southeast

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Deputy Town Clerk
Elizabeth Cerone

Deputy Town Clerk
Denise Astrologo

FOOD VENDOR PERMIT TOWN OF SOUTHEAST

No. _____

NAME OF APPLICANT _____

NAME OF BUSINESS _____

ADDRESS OF APPLICANT _____

TELEPHONE OR CELL PHONE # _____

E-MAIL ADDRESS _____

DESCRIPTION OF TRUCK _____

VEHICLE IDENTIFICATION AND PLATE # _____

PROPERTY OWNER'S ADDRESS AND LOCATION OF WHERE SERVICES ARE
RENDERED _____

EFFECTIVE DATE _____

EXPIRATION DATE _____

Food Truck Permit Fee:

- \$500 – Full Year
- \$250 – Half Year
- \$ 20 – Per Day
- \$100 – Per month
- N/C – Veteran*

APPLICANT'S SIGNATURE _____

TOWN CLERK'S SIGNATURE _____

*IF THERE IS A VETERANS EXCEPTION PLEASE PROVIDE COPY OF FORM DD214. Veterans are exempt from any permit fees for operating food trucks, providing it OWNER-OPERATED ONLY.

VENDOR RULES AND REGULATIONS INFORMATION

- Permits will be \$500 for the calendar year; \$250 after July 1. A secondary permit would be available for Town/Municipal property for \$100/month or \$20/day.
 - **Veterans are exempt from any permit fees for operating vending vehicles, provided it is Owner-Veteran operated. The Veteran receiving this exemption must provide a copy of his/her DD-214 and is the only person allowed to operate the vending facility at any time.**
- Locations are not assignable.
- If a permit holder is found guilty of violating this Local Law, a fine of \$100 may be assessed. After three (3) convictions within a calendar year, the food vendor's Town's Food Registration Permit may be revoked and, if revoked, the vendor will not be permitted to apply for a new permit for 365 calendar days from such revocation.
- There will be no outside seating allowed at any food truck or vending vehicle site.
- Trash receptacles must be provided for each food truck/vending vehicle. Receptacles shall not be allowed to overflow and all refuse shall be removed from the location at the end of the day.
- Hours of operation shall be between the hours of 5:00 A.M. to 9:00 P.M. daily.
- Absolutely no overnight parking of vending vehicles is allowed. The food truck/vending vehicle must be removed from the permitted vending location at the end of each day.

I acknowledge by my signature affixed to this document that I have been provided a copy of Chapter 103, Peddling and Soliciting, Article II – Food Trucks last revised by the Town of Southeast Town Board Local Law #2 of 2018, on March 22, 2018, and acknowledge the brief summary above of the law.

Date: _____

Print Name

Notary

Signature

Sworn to me this ____ day of
2018

Application/Approval Procedure To Obtain A Food Truck Permit In The
Town of Southeast

- Provide food vending permit from PC DOH.
- Provide documents from property owner(s) that you have permission to vend from their property, and/or provide a Putnam County Veteran's Vending License
- Obtain site approval from the Southeast Building Department (for pedestrian and vehicular traffic).

Provide all the above documentation to the Town Clerk as well as:

- \$1,000,000 liability insurance policy naming the Town of Southeast as additional insured.
- .A copy of the NYSDMV Vehicle Registration
- Proof of NYSDMV Vehicle Inspection
- A copy of the Vehicle Insurance Card
- A copy of a valid NYSDMV Driver's License
- Veterans seeking exemption from permit fees shall provide a copy of their DD-214
- Obtain a Vendor Photo ID Card from the Recreation Department, 1 Main Street