



Mobile Food Vendor License Application

A Mobile Food Vendor license is required for all mobile food vendors operating on public or private property within the City limits.

Mobile Food Vendor Information

Mobile Food Vendor Business Name: _____

Mobile Food Vendor Owner/Contact Name: _____

Mailing Address: _____

Contact Telephone Number: _____

Email Address: _____

Employer Identification Number: _____

License Plate Number on Vending Vehicle: _____

Description of products being vended: _____

Documentation Required; attach to application

	Document Attached	
Copy of current Ohio issued driver license	Yes	No
Proof of current Workers Compensation Coverage (waived if owner(s) of the mobile food business is(are) the only employee(s))	Yes	No
Proof of current minimum \$1,000,000.00 General Liability Insurance Coverage	Yes	No
Copy of current food service license from an Ohio County Health Dept	Yes	No
Proof of compliance with the Ohio Fire Code (if requested)	Yes	No

Non-refundable Application Fee (cash, check or money order) Payable to: City of Upper Sandusky

Annual License (Effective January 1, 2026 through December 31, 2026): \$100.00		Yes	No
OR			
Single Event License: \$25.00	Name and date of Event:	Yes	No
Single Event License for events hosted by non-profit organizations: \$10.00	Name and date of Event:	Yes	No

Vendor Acknowledgements

Received copy of, and agrees to maintain compliance with, Chapter 727, City of Upper Sandusky Ordinances for the duration of the license period.

Signature of Vendor: _____ Date: _____

City of Upper Sandusky Review of Application

Approved:	Yes	No		Issued License Number:	
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Signed, Printed Name, Title

Date