



City of Alexandria
8236 West Main Street, Alexandria, KY 41001
PH: 859-635-4125 | FAX: 859-635-4127
Email: forms@alexandriaky.org

FOOD TRUCK LICENSE APPLICATION

Per ORD#2021-15 or ORD #2024-01 there are 4 different permit types

Applicant/Owner _____ Phone # _____

Name of Food Truck _____

Mailing Address _____

Email _____

Food Truck Description _____
Year/Make/Model _____ Color _____ License Plate# _____ State Issued _____

Name on Vehicle Registration _____

| | | |
|--------------|---------|-----------|
| Permit Type: | 1 Day | No Charge |
| | 7 Day | \$10.00 |
| | 90 Day | \$50.00 |
| | 365 Day | \$125.00 |

Food Truck Location _____ Date _____
For 1 Day permits

Food Truck Hours of Operation _____

Please provide the following when submitting your application:

Proof of current occupational license for Alexandria _____ *Occupational License Number* _____

Written consent of property owner where food truck will conduct business.

Site plan (required for permanent food truck)

Zoning approval (required for permanent food trucks)

Photo ID

Applicants who propose to handle foodstuffs shall also attach a current health department certificate; and if food is cooked or prepared at an off-site facility, such as at home, a separate kitchen or commissary, a separate health department permit shall be submitted for that facility.



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Rules and Regulations:

Food truck that will operate longer than seven (7) days in the same location may be permitted, provided that all the following criteria are met:

- Operation of Food Truck shall be entirely on private property, on city owned property or in conjunction with a special event permit issued by the City of Alexandria. Food Trucks shall not be located in any required set back, sight distant triangle or buffer.
- The operator/owner of all Food Truck vending services shall submit a zoning application to the City's designated Zoning Administrator. In addition, such applications shall be accompanied with a site plan that identifies:
 - Written permission from the landowner where the operation will occur.
 - The vehicle or unit must be in capable condition enough to drive off site or be removed with minimal means.
 - Depiction of the general location or operation on site plan.
 - Identify permanent electric hookups/access point on site plan.
 - Identify trash receptacles close by to collect products from the vending services on site plan.
 - Identify/depict any tables necessary for eating on site plan.
 - Written permission for adequate restroom plan for employees of the Food Truck operation.
 - Vending services shall not locate in any minimum required parking spaces for other businesses on the site. Parking spaces may be shared with other users on the site unless the Zoning Administrator determines that parking congestion problems will be present on site. The Zoning Administrator may require additional parking to alleviate the congestion. If enough parking cannot be provided, the use may not be located on the site.
 - The Food Truck Vending Services must meet all applicable local and state codes, regulations, and licenses.
- The following is not allowed for the operation of the Food Truck Vending Services
 - Port-a-lets (or other types of temporary toilet facilities) as part of the restroom plan.
 - Trash receptacles left out after operations.
 - Constant generator usage longer than 20 minutes.
- Only one (1) food truck is allowable per property.

I agree to abide by the terms of this permit and ordinances and acknowledge that the information contained in this permit is true and complete.

Signature

Date

Printed Name

OFFICE USE ONLY

Approved _____ Denied _____ Date Approved _____

Fee \$ _____ Date Paid _____ License Starts _____ Ends _____

Received by _____ Occ. License # _____