

Mobile Food Vendor Permit Renewal Application

Compliance with Chapter 113 of the Bowling Green Codified Ordinances

The following guidelines for completion of the *Mobile Food Vendor Renewal Application* will help ensure that all of the necessary documents required by the City of Bowling Green are included. This renewal application is for a single vendor and expires on December 31st of the year the permit is approved. A vendor with multiple vehicles will require multiple permits.

Prior to submitting an application, the Fire Inspection must be completed and applicant must visit the Income Tax Division to verify information is on file. Turn the completed application and all supporting documents into the Office of the Municipal Administrator located on the 3rd Floor of the City Administrative Services Building, 304 N. Church Street, Bowling Green, Ohio 43402. Questions about this form or the submission process may be directed to the Municipal Administrator's Office at bgcity@bgohio.org or (419) 354-6204.

Applications must be submitted in person.

COMPLETE & SUBMIT THE FOLLOWING (Codified Ordinance 113.04):

- Mobile Food Vendor Permit Renewal Application. The application is available online www.bgohio.org under Departments/Municipal Administrator/Permits.
- Income Tax Questionnaire—this must be completed with the Income Tax Commissioner's signature
 on page 3, which may be obtained in the City Income Tax Office located at 304 N. Church Street,
 Bowling Green, Ohio.
- Permit Fee. A \$100.00 non-refundable check for each applicant/vendor payable to "City of Bowling Green" upon date of application. (Codified Ordinance 113.04; 35.70)
- A current copy of applicants State of OH Mobile Food Vendors License (front and back)
- Proof of Liability Insurance (minimum \$1,000,000)
- Written plan for power and water if not specified on applicants State of OH Mobile Food Vendor License
- Read and comply with all fire safety regulations for Food Trucks listed at https://www.com.ohio.gov/documents/fire_TB19-001-OhioRegsreMobileFoodUnitsswCK%202017posterrata.pdf
- Schedule Fire Safety inspection with Bowling Green Fire Division—call 419-352-3106.

It is recommended applicants print and review **Chapter 113**, available at www.bgohio.org under Codified Ordinances, and become familiar with the requirements of the laws to potentially assist them as they may prepare to conduct business in Bowling Green.

No signs may be placed in the public right-of-way.

Revised: Aug 2021



Permit #:	
Application Date:	
To be comp	leted by staff
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Mobile Food Vendor Permit Renewal Application Compliance with Chapter 113 of the Bowling Green Codified Ordinances

APPLICANT INFORMATION: Name of Applicant:		
Phone Number:		
Home Address (street, city, state, zip) :		
Email:		
NAME OF AGENT: (Please complete if the individual on-site in Bowling Green will be different Name of Agent(s):	t than app	licant.)
Phone Number(s):		
ONLY COMPLETE SECTION(S) THAT HAVE CHAI	NGED	
If there is no change, simply check the box		
COMPANY INFORMATION - No Change Company Name Applicant is Employed by:		
Company Phone Number:		
Address of Company Applicant is Employed by:		
Type of Business/Company:		
List Products or Goods to be sold:		
Sale Location (mark all that apply) [] Parked on street selling from vehicle [] Other (specify address or description)		
MOTOR VEHICLE USED TO TRANSPORT GOODS - No Make of Vehicle:		
License Number:		
License State:		
VIN:		
Does the applicant have a fixed place of business in Bowling Green?	YES _	NO
Is the product to be sold one that was raised or manufactured by the applicant or his agent?	YES _	_ NO
Is the product being sold by sample only?	YES _	_ NO
Does your State of Ohio Mohile Food Vandors License specify your plan for nower & water?	VEC	NO

TAX RATE 2.00%



Permit #:	
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To be completed by	v staff
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CITY OF BOWLING GREEN OHIO

INCOME TAX DIVISION—QUESTIONNAIRE

304 N. Church St., Bowling Green, OH 43402-2399 Ph:(419) 354-6212 Fx:(419) 354-5122 bgtax@bgohio.org www.bgohio.org (select income tax)

1.	Company and Trade Name	EID No.	
	Name of Officer (if a Corporation) and Title	-	
3.	Name of Owner(s)	Soc. Sec.	
	Mailing Address	Phone	
		Fax	
		Phone	
6.	Accountant Name and Address	- I none	
7.	Starting Date of Bowling Green Activities If temporary, anticipated ending date		
8.	Type: [] Individual Proprietor [] Sub-S Corporation [] LL [] Partnership [] LLC (Sole Proprietor) [] No [] Corporation [] LLC (Partnership) [] As	C (Corporation) on-Profit Corporation sociation	
	If a partnership, list on the back of this form the names and addresses of all partners.		
	If "S" Corporation, list on the back of this form the names and addresses of	all shareholders.	
	A. Do you have employees working in Bowling Green? [] Yes [] No B. Are you withholding BG taxes for BG residents who work outside of BG? [] Yes If Yes, what date did you begin BG city tax withholding	[] No	
	B. Are you withholding BG taxes for BG residents who work outside of BG? [] Yes	[] No	
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10.	B. Are you withholding BG taxes for BG residents who work outside of BG? [] Yes If Yes, what date did you begin BG city tax withholding C. Do you need withholding forms? [] Yes [] No If you want us to provide you with your account number to give to a payroll provider, Payroll Provider Email Address Fax #, or Phone # Accounting Period: Calendar Year (Y/N) OR Fiscal Year Ending (mm/or payroll provider)	please provide us with your,, dd)	
10. 11.	B. Are you withholding BG taxes for BG residents who work outside of BG? [] Yes If Yes, what date did you begin BG city tax withholding C. Do you need withholding forms? [] Yes [] No If you want us to provide you with your account number to give to a payroll provider, Payroll Provider	please provide us with your , dd)	
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Title

Date _____ Signature ____



Permit #:
Application Date:
To be completed by staff
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CITY OF BOWLING GREEN OHIO

Mobile Food Vendor Permit Renewal Application *Compliance with Chapter 113 of the Bowling Green Codified Ordinances*

I hereby confirm that		has registered in person and has furnished all necessary information. (Name of Applicant)		
			City Income Tax Comm	issioner Signature date
FEES Po	ermit Fee:		lable per person/applicant payable to "C (Codified Ordinance 113.04; 35.70)	ity of Bowling Green" upon
R	eceipt:	Receipt #:	Total Paid:	Date Issued:
[] Proof [] Proof [] Plan for [] Paid L	of registration of current liab or power and icense Fee		le Food Vendor License (front and back g Green Income Tax Division east \$1,000,000.00 on OH license)	,
Codified O tered with the As of	rdinances Cha he City of Bo (date)	apter 113 and all other wling Green. Approve	applicable ordinances. Upon approval and permits expire on December 31st of the compliance with all fire safety regulations.	•
Codified O tered with t As of www.com.	rdinances Cha he City of Bo (date) ohio.gov/fire/ me of Applica	apter 113 and all other wling Green. Approve I have read and am in TechnicalBulletins.asp	applicable ordinances. Upon approval and permits expire on December 31st of the compliance with all fire safety regulations.	will display the permit in the vehicle regis he calendar year issued. ons posted for Food Trucks listed at
Codified O tered with the As of www.com. Printed Nan Date: FIRE DIVI	rdinances Cha he City of Bo (date) ohio.gov/fire/ me of Applica	apter 113 and all other wling Green. Approve I have read and am in TechnicalBulletins.asp	applicable ordinances. Upon approval ed permits expire on December 31st of the compliance with all fire safety regulations. Signature of Applicant on to be completed by Bowling Green (will display the permit in the vehicle regis he calendar year issued. ons posted for Food Trucks listed at

Upon review of this application and confirmation of the foregoing statements, I hereby [] approve or [] deny the applicant as a MOBILE FOOD VENDOR - PEDDLER - SOLICITOR - ITINERANT MERCHANT to conduct business in the City of Bowling Green in accordance with all the requirements of Chapter 113 and/or other requirements of the Bowling Green Codified Ordinances. I hereby authorize the issuance of the required permit from this office.

	Municipal Administrator	date
Permit Expires December 31, (Calendar Ye.	ar in which it was issued)	
Date permit was picked up		
Office Staff who completed issuance		
		Revised: Aug 2021