



HOW TO OBTAIN A FOOD TRUCK PERMIT

I. FOOD TRUCK DEFINITION

Food Truck means a business based in a vehicle or trailer with a full service, mobile kitchen, which temporarily establishes itself on an existing property to sell prepackaged foods or foods cooked and prepared on-site.

II. APPROVALS REQUIRED

Permit Required. All food trucks must acquire and maintain a food truck permit with the City of Doraville, and are subject to all other applicable City, County, and State ordinances related to food preparation and service.

- Food truck permits are valid for up to sixty (60) consecutive calendar days.
- Food trucks are allowed to request up to two (2) permits per year.
- Applicants may only locate on a site up to four (4) days per week.
- Food trucks or other mobile vendors wishing to serve specific sites for thirty (30) minutes or less are not eligible for a food truck permit, and must instead acquire a peddler's license, as outlined in [Chapter 6, Article IV](#).

III. LOCATIONS

Permitted Locations. Food trucks may be located on sites with a single business or tenant, regardless of the size of the property. If there are multiple tenants or businesses on a property, properties must be one (1) acre or greater.

Location Restrictions

- Food trucks must be located on private property, not public rights-of-way.
- Food trucks may only be located on property with an existing permitted use occupying a principal structure.
 - **NOTE:** Applicants must provide a certification for **EACH property** they are proposing to locate their truck.
- Food trucks may locate in commercial, industrial, or mixed use zoning districts, with written permission of the property owner, association, or manager.
- Food trucks may not block or restrict access to businesses, drive lanes, ingress or egress points, loading areas, fire lanes, or fire hydrants.
- Food trucks shall not cause there to be fewer parking spaces provided on a site than what is required by the Doraville Code of Ordinances.

IV. SUBMITTAL REQUIREMENTS

A. APPLICATION

Provide one copy of the Mobile Food Truck Permit Application

B. VICINITY MAP (See Figure 1)

A vicinity map specifies the location of a proposed project in relation to major streets in the area. It is not required to have this map drawn to scale but it should be proportional. Show at least two major cross streets and all other roadways leading to the site. A north arrow is also required.

C. SITE PLAN (See Figure 2)

A dimensional site plan drawing showing the general layout of the proposed mobile food truck area. This plan must be legible and drawn to scale. The site plan and vicinity map must be shown on a sheet not smaller than 11" x 17" in size. For an example of a site plan see Figure 2.

The site plan shall include all of the following:

- The general layout and dimensions of the mobile food truck area.
- Street, curb, sidewalk, property lines with dimensions.
- Building(s) footprint with tenant space labeled with use type (restaurant, retail, office, etc.).
- Sufficient detail to demonstrate that the vehicle and pedestrian circulation within parking areas are not blocked, diminished or in any way altered as a result of the food truck.
- Location on the site where the food truck(s) will be parked.
- Name, address, and the phone number of the property owner.
- Street address of the proposed food truck site.
- North arrow.
- Drawing Scale.

D. Food Service Permit

Provide one copy of the Dekalb County Board of Health food service permit

E. Food Sales Establishment License

Provide one copy of the [Georgia Department of Agriculture Food Sales License](#)

V. SIGNAGE

Outside of any signage that is painted and/or affixed to the food truck itself, no additional signage shall be permitted. All signs shall otherwise conform to the standards of [Chapter 14](#) of the City Code.

VI. LIGHTING

Outside of any lighting affixed to the truck, no additional lighting shall be permitted. All lighting must conform to the requirements of [Section 23-1205](#).

VII. WASTE DISPOSAL

Trucks must provide and maintain their own trash cans. All grease, liquid waste and garbage shall be disposed of off-site.

VIII. DOCUMENTATION

All applicants wishing to operate a food truck in the City of Doraville must keep on the premises at all times proof of such permits and permissions outlined in this section, and must be able to present such documentation upon request.

IX. DENIAL OR REVOCATION OF PERMIT

The City of Doraville may deny or revoke any application or permit based on any of the criteria outlined in the above section, or as referenced elsewhere in the Code of Ordinances.

X. MOBILE FOOD TRUCK PERMIT FEES

The City of Doraville requires a flat fee of \$50 per food truck permit.



FOOD TRUCK PERMIT – APPLICATION

Food Truck Permit Number: [Redacted]

Building Permit Number (if applicable): [Redacted]

Fee Exempt Fee Required

Effective Date: [Redacted] Expiration Date (6 months from issue): [Redacted]

Food Truck Vendor/Operator Information

Name of Truck: [Redacted] Contact Name: [Redacted]

Address: [Redacted] 24hr#: [Redacted]

City: [Redacted] State: [Redacted] Zip Code: [Redacted] Fax#: [Redacted]

Business License No: [Redacted] Country or City where issued: [Redacted]

Trust Account No: [Redacted] Email Address: [Redacted]

Have you held any Dekalb County Administrative Permits within the last 15 months?

No Yes

If yes, please provide a separate sheet listing those permit numbers held, the address of the site, the name of the owner and the type of business conducted for each.

Summary of products to be sold:

[Redacted area for summary of products to be sold]

Have you received a Food Truck Permit from the City of Doraville previously?

No Yes

If yes, add the date of the previous permit: [Redacted]



FOOD TRUCK PERMIT – SITE SELECTION

LOCATION 1

Site / Location Information – Site 1

Site Address: City: Zip Code:

Days at Site 1 (Select up to 4):

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Property Owner Information – Site 1

Provide written permission from the property owner with completed application.

Name: Email Address:

Address: Telephone #:

City: State: Zip Code: Fax#:

LOCATION 2

Site / Location Information – Site 2 (if applicable)

Site Address: City: Zip Code:

Days at Site 2 (Select up to 4):

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Property Owner Information – Site 2 (if applicable)

Provide written permission from the property owner with completed application.

Name: Email Address:

Address: Telephone #:

City: State: Zip Code: Fax#:



FOOD TRUCK PERMIT – SITE SELECTION

LOCATION 3

Site / Location Information – Site 3 (if applicable)

Site Address: City: Zip Code:

Days at Site 3 (Select up to 4):

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Property Owner Information – Site 3 (if applicable)

Provide written permission from the property owner with completed application.

Name: Email Address:

Address: Telephone #:

City: State: Zip Code: Fax#:

LOCATION 4

Site / Location Information – Site 4 (if applicable)

Site Address: City: Zip Code:

Days at Site 4 (Select up to 4):

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Property Owner Information – Site 4 (if applicable)

Provide written permission from the property owner with completed application.

Name: Email Address:

Address: Telephone #:

City: State: Zip Code: Fax#:



Diversity, Vitality, Community

PLEASE ADD ADDITIONAL PAGES AS NEEDED

FOOD TRUCK PERMIT - APPLICANT CERTIFICATION

Name of Truck:

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable ordinances and laws governing the Planning and Community Development Department.

Further, applicant states, under oath, that in attaching a signature hereupon the Applicant does swear that for a Food Truck Permit, a comprehensive survey of the vicinity of the property whereupon the food truck will be parked was conducted by the Applicant and notarized permission has been acquired from owner and lease holder(s) of eating establishment/retail store (as applicable).

Applicant further states that, should a complaint be filed against the Applicant for violation of any regulations associated with this Application for a Food Truck Administrative Permit, the permit issued may be revoked and may not be reissued for the same location.

APPLICANT'S SIGNATURE:

Sworn and Attested before me this ___ day of _____ 202___ ,

Notary Public

(Seal)



FOOD TRUCK PERMIT – PROPERTY OWNER CERTIFICATION

I, _____

swear that I am the owner or a registered agent of the owner for the property located at:

with a parcel identification number _____ as shown in Dekalb County property records.

I hereby certify that I am aware of the applicant’s intent to locate a food truck on my property for a certain number of days per week, and consent to their desire to use my property for such purposes.

I further certify that I understand the regulations and restrictions of the City of Doraville pertaining to the operation of food trucks.

Finally, I understand that at any time I may revoke permission for the applicant to locate their food truck on my property for any reason, and that I must do so in writing to the City of Doraville.

OWNER OR REPRESENTATIVE’S SIGNATURE:

Sworn and Attested before me this ___ day of _____ 202___ ,

Notary Public

(Seal)

Figure 1 / Typical Vicinity Map



Figure 2 / Typical Site Plan Example

