



FAQ Guide for Food Trucks (Mobile Food Units)

What is a Food Truck or Mobile Food Unit?

Mobile Food Unit means a food establishment that is mounted on wheels, readily moveable from place to place at all times during operation, and shall include but not be limited to pushcarts, trailers, trucks, or vans. The unit, all operations, and all equipment must be integral to and be within or attached to the unit.

Food means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption.

Where are Food Trucks allowed in Prince George County?

Permitted with business license / registration AND Zoning approval:

- On properties in Industrial-Zoned Districts (zoned M-1, M-2) when you are open to the general public*
- On properties in Business-Zoned Districts (zoned B-1) when you are open to the general public*
* Examples:
 - Located somewhere customers are likely stop at as a result of seeing your truck or signage
 - Advertising publically that you will be open at a certain location on a certain day

Permitted with a business license / registration:

- At a Special Event approved by the County
- On private property for a private event for a private group, such as serving lunch to a single company's employees, a private church event, a wedding, a birthday party, etc.
- On County-owned properties such as parks and the government complex, with County permission

What are the general requirements for Food Trucks in the County?

Base of Operations (i.e. Home Office)

For Mobile Food Unit businesses based in Prince George County, in addition to zoning approval for the sales location(s), zoning approval must be obtained for the Base of Operations, where activities such as storage, loading and garaging (regular overnight parking) take place.

Commissary

For Mobile Food Unit businesses which prepare food outside of the unit and inside a health department-approved commissary located in Prince George County, zoning approval shall be required for the commissary location either separately or as part of the Base of Operations.

Sales Location(s)

Applicants must seek zoning approval for sales operation on each individual lot, and may have multiple sales locations on a single lot.

Renewal and Fees

Operators must seek renewal of approval for sales location(s) each year, regardless of any business license exemption. A single fee shall cover the review of up to five (5) different lots for sales locations during a calendar year.

Amendment of zoning permit

At any time during the permit period, the operator may modify approved location(s) on a lot by submitting an updated sketch, with property owner authorization.

Display of permits and licenses

Copies of the zoning permit and all applicable permits or licenses shall be kept in the food unit at all times.

Fire Safety Compliance

Exhaust systems and fire protection systems shall be inspected and cleaned in accordance with the Virginia Statewide Fire Prevention Code.

How do I get Zoning Approval for my Sales Location in Prince George County?

Submit an application to Planning & Zoning Division. A complete application for a Food Truck sales location includes the following:

1. **Food Truck Zoning Approval Form:** Includes property owner signature
2. **Health Department License:** A copy of a valid license from Virginia Department of Health
3. **Business License:** A copy of a valid business license for the business from a locality in the state of Virginia. If you have an existing business license with Prince George County, or are already registered with the PG County Commissioner of Revenue, please provide documentation.
4. **Zoning Approval for Base of Operations and/or Commissary (if they are located in the County):** If your Food Truck is your approved commissary and your business license address is located outside Prince George County, you may disregard this item.
5. **Fire Safety Inspection Documentation:** Adequate documentation from a certified fire safety inspection agent indicating that the unit has been inspected and meets the requirements of the Virginia Statewide Fire Prevention Code (SFPC).
6. **Sketch / Location Diagram:** The ordinance requires a scaled drawing or aerial imagery to show the proposed location of the unit on the lot, and additional detail upon request to show compliance with the zoning ordinance. It is recommended to provide a printed aerial view of your sales location with the elements described below. Upon request, Zoning Staff can assist you with preparing this diagram.
 - Property boundaries: A free public map viewer that is available on the County website can be used to print a parcel map for the property where the Food Truck will be located. Please make sure the aerial view is enabled. The map viewer tool can be found at www.princegeorgecountyva.gov by navigating to “Quick Links” and then “Online Interactive Maps” or by following this link. Another option is a an aerial view from Google Maps or similar source.
 - Location where the unit will be open for business: Mark the location on the property where the Food Truck will be located for sales.
 - Parking areas Identify any parking areas that will be used by the Mobile Food Unit, with owner permission.

I have already been approved for at least one sales location in Prince George County. What do I need to do to get a second location approved?

If you already have obtained zoning approval for a sales location in the County during the calendar year, you only need to submit a Food Truck Zoning Approval Form and a Sketch / Location Diagram for the new location.

How much does zoning approval cost for a Food Truck sales location?

\$25, paid once a year, covers up to five (5) sales locations in the County.

How do I renew my permit annually?

When the Commissioner of Revenue contacts you to renew your business license or registration annually, you will need to request renewal of zoning approval for the sales locations that you will continue to use. At the time you are requesting renewal, you must submit a current version of all of the documents. If you have multiple sales locations in the County, it is recommended that you renew your permits for all of your locations at the same time.

What are the requirements for placement and operation of a Food Truck in the County?

Location of unit for operation shall adhere to the following requirements:

- At least 15 feet from the edge of any driveway (used for property ingress/egress), utility box or vaults, handicapped ramp, building entrance, exit or emergency access/exit, emergency call box or fire hydrant
- At least 100 feet from any on-site residential dwelling or the main entrance of any existing off-site food establishment
- Not within any area of the lot or parcel that impedes, endangers, or interferes with access, passage or circulation of other lot users, or creates safety or visibility problems for vehicles and pedestrians
- Not in designated handicapped parking spaces
- Not in any right of way, nor obstructing any access easement nor fire lane

Equipment and furniture

Equipment and furniture used for the operation of the unit shall be considered physically part of the use of the unit for setback purposes, shall be located within twenty (20) feet of the unit, and shall be removed when the unit is removed.

Parking provided

- Sufficient parking area shall be available to provide a minimum of ten (10) shared off-street spaces, or a minimum of five (5) spaces when no other use is present, excluding any spaces occupied by the unit.
- Available parking shall be of sufficient quantity and location such that there is no obstruction of a public right of way used to access the lot.
- Parking construction standards shall be in accordance with Article XIX of the Zoning Ordinance. For temporary parking uses including Food Trucks, an existing gravel surface is acceptable. If off-site parking is used, a written agreement between affected property owners is required.

Signage

- No more than one (1) unattached A-frame or equivalent temporary sign may be used for advertising or attention-getting purposes, which may be positioned no more than fifty (50) feet from the unit and shall not exceed six (6) square feet in area for each face and four (4) feet in height, and shall not be placed within ten (10) feet of a public road right-of way.
- Signage for menu purposes located within three (3) feet of the unit shall be considered attached for the use.
- Attention-getting appurtenances such as flags and banners, whether attached or detached, shall not be allowed, unless by another section of this ordinance.
- All signage and appurtenances must be removed when the unit is removed.

Lighting

No flashing or moving lights are permitted as part of a unit's operation.

Noise

Operation of the units shall be in compliance with the County's Noise Ordinance.

Trash and Waste

Operators shall provide at least one trash receptacle within ten feet of the unit and are responsible for the proper disposal of waste and trash associated with the operation.

Presence of operator

When open for business, the operator of the unit or designee must be present at all times, except in cases of emergency.

Hours of operation

Operational hours for units shall be between the hours of 6am to 8pm, for a maximum of six (6) hours per individual lot during a single day, including packing and unpacking of supplies and equipment. At the end of the six (6) hour time period, equipment and furniture shall be either removed from the site or stored on-site within the unit or within an enclosed structure.

Enforcement

If at any time evidence is provided that a lot is being used other than in compliance with an approved permit or the zoning ordinance, the property owner may be cited for the violation in accordance with Section 90-17, and/or the permit may be revoked.