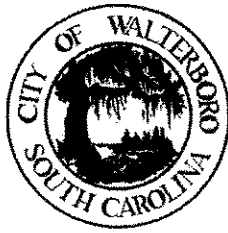


**FOR A FOOD TRUCK/TRAILER TO RECEIVE A CITY OF
WALTERBORO BUSINESS LICENSE:**

1. READ AND FILL OUT THE CONDITIONAL USE FORM,
IF YOU MEET ALL THE REQUIREMENTS.
2. FILL OUT A FOOD TRUCK/TRAILER CODE CLEARANCE
FORM.
3. DROP OFF BOTH FORMS AT 300 HAMPTON ST.
4. OUR FIRE MARSHAL & ZONING ADMINISTRATOR
WILL CALL YOU TO SET UP AN APPOINTMENT FOR
THE CODE CLEARANCE INSPECTION OF YOUR
TRUCK/TRAILER.
5. AFTER THE APPROVAL OF YOUR CODE CLEARANCE
INSPECTION YOU MAY APPLY FOR YOUR CITY
BUSINESS LICENSE.
6. ALL CONDITIONS MUST BE FOLLOWED IN ORDER TO
MAINTAIN AN ACTIVE LICENSE.



Food Truck/Trailer Conditional Use Acknowledgement Form

A valid food truck/trailer vending permit issued by the Planning Department is required prior to the issuance of a business license. Both the permit and the license must be obtained prior to setting up or selling merchandise. Permit certificates shall be attached to the mobile vending unit where they are readily visible, and shall include the current name, mailing address and valid phone number of the food truck vending unit owner.

The following items are conditions of the issuance of a food truck/trailer permit. If, at any time, these conditions are not complied with, the food truck/trailer permit may be revoked and immediately render the business license invalid until violations are corrected. Repeated violation of these conditions will result in the permanent revocation of the permit and business license.

1. Permitted merchandise shall be limited to edibles, hot and cold beverages containing no alcohol, and items related to such merchandise;
2. Sales must take place on private property within permitted zoning districts, unless taking place as part of a City approved special event.
3. Permission to operate must be obtained, in writing, from the property representative; and must be filed with the City's Planning and Development Department prior to commencing sales. Additionally, a copy of permission document must be on site during sales;
4. Required parking for the primary business(es) shall be minimally affected;
5. Signage shall be permitted on the vehicle only to identify the name of the product or the name of the vendor, and the posting of prices. A separate menu board is allowed, not exceeding 12 square feet in area and 40 inches height. This sign must be located on the same property as and within close proximity to the food truck/trailer, and should not be placed on the sidewalk or in the public right-of-way;
6. The food truck/trailer shall only use single-service plates and utensils. Garbage and recycling receptacles must be made available for patron use and removed from the site daily by the vendor;
7. The food truck/trailer must comply with all requirements and regulations as established by SCDHEC in the Retail Food Establishments Regulation 61-25, including but not limited to:
 - A. The food truck/trailer shall have a potable water system under pressure. The system shall furnish hot and cold water for all food preparation, utensil cleaning, and handwashing. The water inlet shall be located so that it will not be contaminated by waste discharge, road dust, oil, or grease, and it shall be kept capped unless being filled;
 - B. Grease must be contained and disposed of in an approved grease receptacle located at the associated commissary;
 - C. Grey water must be contained and disposed of in a sanitary sewer at the associated commissary;
8. The food truck/trailer shall prominently display the SCDHEC letter grade;

9. Any food truck/trailer that has been issued a notice of health violation by any department of the State of South Carolina, which remains uncorrected upon a subsequent inspection, shall have its food truck/trailer permit revoked;
10. No food truck/trailer operator shall:
 - A. Leave the food truck/trailer unattended on sales site;
 - B. Store, park or leave any vehicle overnight on any street or sidewalk;
 - C. Leave from any location without first picking up, removing and disposing of all trash or refuse remaining from sales made by the operator;
 - D. Solicit or conduct business with persons in motor vehicles;
 - E. Sell anything other than that for which a license to vend has been issued;
 - F. Sound or permit the sounding of any device that produces a loud and raucous noise, or use or operate any loudspeaker, public address system, radio, sound amplifier or similar device to attract the attention of the public;
 - G. Allow any item relating to the operation of the vending business to lean against or hang from any building or other structure lawfully placed on public property;
 - H. Change vending locations without first notifying the Planning Department and submitting the required permissions and site plan; and
11. Food truck/trailer operators must provide hand sanitation for customers.
12. Food trucks/trailers shall operate in conjunction with a permitted retail food establishment authorized to operate as a commissary and shall report at least daily to the designated commissary for supplies, storage of foodstuffs, cleaning, and servicing.

My Commissary is: _____

Address: _____

13. Exemptions. Catered events, special events, and mobile food vendors that fall under a peddler's permit.

I have read and understand these conditions of operating a food truck/trailer within the City of Walterboro South Carolina; and understand that violation of these conditions jeopardizes my right to continue to operate a food truck/trailer within the City of Walterboro South Carolina.

Food Truck/Trailer Business Name: _____

Printed Name of Business Owner: _____

Email Address for Business Owner: _____

Signature: _____

Date: _____

City of Walterboro

Telephone:
(843) 782-1000

300 Hampton Street
Walterboro, SC 29488

Fax:
(843) 782-4747

FOOD TRUCK/TRAILER CODE CLEARANCE FORM

This form is required for ALL Food Truck/Trailer businesses located in the City of Walterboro.

Before a license can be issued, you are required to get the necessary approvals for code compliance applicable to the location and nature of your business. Then you can turn in your application for a business license.

Upon completion of this clearance form, you may bring it with the required license fee to the Finance Office. You may not lawfully conduct business until a license is issued.

Date: _____ Office Phone: _____ Cell Phone: _____

Name of Business: _____

Name of Owner(s): _____

Commissary Address: _____

Email Address: _____

Type of Vehicle: () Food Truck () Food Trailer () Other _____

SCDHEC PERMIT # _____ EXPIRATION DATE: _____

ATTACH: Permission letter from each property owner of each location.

ALL THREE SIGNATURES MUST BE FILLED IN

() Zoning: Compliance with Zoning Ordinance

- () Approved
() Disapproved

Signature Date

() Inspection: Compliance with Building Code

- () Approved
() Disapproved

Signature Date

() Fire: Compliance with Fire Code

- () Approved
() Disapproved

Signature Date

In the event of a change of location or ownership of a business, the same procedure shall be followed within ten (10) days of change. If you have a problem, please call the Finance Office at 843-782-1065.