



## CITY OF SCOTT FOOD TRUCK (MOBILE FOOD ESTABLISHMENT) PROCEDURES

### 1. DEFINITIONS:

- a. A food service establishment that is wheel-mounted or wheeled and is capable of being readily moveable- aka Food Truck.
- b. Special Events: organized special events or activities sponsored by government or quasi-governmental organizations that are of general public interest and are open to the public, including, but not limited to:
  - i. Boudin Festival
  - ii. Scott Market
  - iii. Other events determined by the City Council
- c. Operator- The person who manages or supervises the operation of a food truck.

### 2. PERMIT REQUIRED:

- a. Operation within the Scott City limits in Land Use Districts, T-2, T-3, T-4, T-5 and Industrial.
- b. No Food Truck Permits will be issued within any other Land Use District.
- c. Food Truck Permit is **NOT REQUIRED** for the location and during the time for which a Special Events Permit has been issued by the City and where the Food Truck is operating with the permission of the special events permit holder. **EXCEPT NO FOOD TRUCKS PERMITTED DURING SCOTT BOUDIN FESTIVAL**

### 3. APPLICATION MUST INCLUDE:

- a. Full Name, address, telephone number, and tax I.D. number.
- b. If a corporation, partnership, LLC, or other legal entity:
  - i. Names and addresses of all officers, partners, members, principals and/or registered agents.
- c. Full name, address, and telephone number of the food truck operator, and all assistants, associates and employees.
- d. The applicant/permit holder must notify the Mayor within ten (10) days of any changes to the above information.

### 4. REQUIRED PRIOR TO PERMIT ISSUANCE:

- a. Certified copy of certificate of incorporation from La. Secretary of State, if a La. Corporation.
- b. Certified copy of certificate of organization from La. Secretary of State if a La. LLC.
- c. Certified copy of certificate of authority from La. Secretary of state, if a corporation incorporated, or a LLC organized, under the laws of a state other than La.
- d. Certified copy of the certificate of registry if a partnership.
- e. Certificate(s) and tax I.D. number (s) showing registration with the La. Dept. Of Revenue and local tax collection agencies.
- f. Dept. of Health and Hospitals Permit or any other permit required by the State of La.
- g. Certificate of insurance, which includes:
  - i. \$300,000 for the permitted activity.
  - ii. \$60,000 for property damage.
- h. Applicant/permit holder must notify the Mayor within ten (10) days if there are any changes to the above information.

**5. FEES/DURATION:**

- a. \$25 non-refundable
- b. If permit granted- additional \$200
- c. Valid January 1 through December 31 of the year in which they are issued. Permits issued after January 1 of any given year shall be valid only through December 31 of that year and shall not be prorated.

**6. RENEWAL:**

- a. Permits can be renewed by making a new application in accordance with the above requirements and fees.

**7. DISPLAY:**

- a. The permit shall be prominently displayed at or near the permitted activity and shall be produced and handed over immediately upon request of a law enforcement officer.

**8. TRANSFERABILITY:**

- a. Permit is not transferable nor can it be leased or subleased to another person.

**9. LOCATIONS- COMMERCIAL PROPERTY:**

- a. Food Trucks can park on commercial property only with written permission of the property owner.
- b. Written authorization shall be produced and handed over immediately upon request of a law enforcement officer.
- c. Food Trucks may operate on residential or commercial property with the permission of the property owner provided a special events permit has been issued by the City.

**10. RULES OF OPERATION**

- a. Comply with all federal state and local laws.
- b. Comply with all state and local health requirements including, but not limited to, food preparation and service.
- c. Food Truck shall not impede, endanger or interfere with pedestrian or vehicular traffic.
- d. Food Truck shall not be stored, parked or left overnight on any property other than that of the permit holder or operator.
- e. No item related to the operation of the Food Truck shall be placed on the street, sidewalk, public place or anywhere other than in or on the Food Truck,

- f. **Waste & Trash Requirements:**
  - i. Proper container for the collection of waste/trash attached to the Food Truck.
  - ii. Permit holder is responsible for proper disposal of waste/trash.
  - iii. No grease, waste, trash or the debris shall be released or deposited on public property (including streets, sidewalks or other public place), nor into the gutter or storm drainage system.
  - iv. Operator shall keep the area within a 15 foot radius of the Food Truck clean of garbage/trash/debris.
  - v. Operator shall not locate a container for collection of waste/trash on the streets, sidewalks or other places or use city trash receptacles/waste containers, unless a permit to do so is obtained from the City.
- g. No bell, siren, horn, loudspeaker, flashing lights, or similar device shall be attached to the Food Truck or used by the operator.
- h. Operator shall not consume or be under the influence of alcohol or any controlled substances while operating the food truck.
- i. Operator shall possess a valid driver's license.
- j. Food Truck shall be operated only between the hours of 10:00 a.m. and 10:00 p.m.
- k. Operator shall be in attendance at the Food Truck at all times, except in the case of an emergency.
- l. In the event of an emergency, operator shall remove the Food Truck from the area when directed by any law enforcement officer, fire official, or emergency medical personnel.
- m. The City may require temporary removal of the Food Truck when street, sidewalk, or utility repairs necessitate such action.
- n. Food Truck shall be prohibited from alcoholic beverage sales.



## **ARTICLE VII. MOBILE FOOD ESTABLISHMENTS (FOOD TRUCKS)**

### **Sec. 10-115. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

*City* means the City of Scott.

*Commercial property* means real estate property that is used for business activities.

*Law enforcement officer* means an employee of the Scott Police Department.

*Mobile food establishment (MFE)* means a food service establishment that is vehicle-mounted or wheeled and is capable of being readily moveable, and is commonly referred to as a food truck.

*Mobile food establishment operator* means the person who manages or supervises the operations of a mobile food establishment.

*Permit* means an official document issued by the city authorizing the operation of a mobile food establishment.

*Permit holder* means a person, natural or juridical, to whom a permit is issued.

*Permitted activity* means the operation of a mobile food establishment with a permit.

*Special events* means organized special events or activities sponsored and/or produced by governmental or quasi-governmental organizations that are of general public interest and are open to public attendance, including, but not limited to, the Boudin Festival, Scott Market and other events as determined by the city council for the city.

(Ord. No. 2017-7 , 9-7-2017)

### **Sec. 10-116. Required permit.**

A mobile food establishment may not be operated within the corporate limits of the city without first obtaining the permit required by this article. Notwithstanding the foregoing, a permit is not required where a mobile food establishment is operated at the location and during the time for which a special events permit has been issued by the city and where the mobile food establishment is operating with the permission of the special events permit holder.

(Ord. No. 2017-7 , 9-7-2017)

### **Sec. 10-117. Application.**

Application for a permit required by this article shall be made to the mayor, or his designee. The application shall be in such form as prescribed by the mayor, or his designee. The application shall require, but not be limited to, the following information:

- (1) The full name, address, telephone number and tax identification number of the applicant.



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- (2) If the applicant is a corporation, partnership, limited liability company, firm or other legal entity of any type other than a natural person, the names and addresses of all officers, partners, members, principals and/or registered agents.
  - (3) The full name, address, and telephone number of the mobile food establishment operator, and all assistants, associates or employees who are employed by the applicant.

The applicant or permit holder must notify the mayor within ten days of any change to the information required by this section.

(Ord. No. 2017-7 , 9-7-2017)

### **Sec. 10-118. Documents to accompany application.**

Before any permit shall be issued, the application must be accompanied by:

- (1) A certified copy of the certificate of incorporation issued by the Louisiana Secretary of State if the applicant is incorporated under the laws of the State of Louisiana.
- (2) A certified copy of the certificate of organization issued by the Louisiana Secretary of State if the applicant is a limited liability company organized under the laws of the State of Louisiana.
- (3) A certified copy of the certificate of authority issued by the Louisiana Secretary of State if the applicant is a corporation incorporated, or a limited liability company organized, under the laws of a state other than Louisiana.
- (4) A certified copy of the certificate of registry if the applicant is a partnership.
- (5) Certificate(s) and tax identification number(s) showing the applicant is registered with the Louisiana Department of Revenue and local tax collection agencies.
- (6) The Department of Health and Hospitals permit to operate or any other permit required by the State of Louisiana.
- (7) The certificate of insurance required by section 10-121 of this article.

The applicant or permit holder must notify the mayor within ten days of any change to the information required by this section.

(Ord. No. 2017-7 , 9-7-2017)

### **Sec. 10-119. Fees; duration.**

For each permit issued hereunder; the applicant shall pay a fee of \$25.00, and if the application is granted, the permit fee of \$200.00. Application fees are nonrefundable.

Permits issued hereunder shall be valid from January 1 through December 31 of the year in which they are issued. Permits issued after January 1 of any given year shall be valid only through December 31 of that year. The permit fee shall not be prorated.

(Ord. No. 2017-7 , 9-7-2017)

### **Sec. 10-120. No vested rights in permit.**

The city reserves the right to amend or repeal this article at any time, and no person shall have any vested rights to operate hereunder or to retain a permit, or have a permit renewed. In the event the amendment or





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repeal of this article results in a permit being valid for less than its full term, the pro rata portion of the permit fee for the invalid portion of the term shall be refunded.

(Ord. No. 2017-7 , 9-7-2017)

**Sec. 10-121. Insurance.**

Each permit holder shall, at his own expense, maintain in full force and effect a general liability insurance policy with limits of not less than \$300,000.00, covering the permitted activity, and liability limits of not less than \$60,000.00 for property damage. A certificate of insurance shall be on file with the mayor and maintained current at all times.

(Ord. No. 2017-7 , 9-7-2017)

**Sec. 10-122. Renewal.**

A permit issued hereunder may be renewed by making a new application in accordance with section 10-117 and section 10-118 of this article. The fee for the renewed permit shall be in accordance with section 10-119. There shall be no limit on the number of renewals, except that the renewal may be refused if the permit holder fails to comply with any provisions of this article or the guidelines and standards promulgated herein.

(Ord. No. 2017-7 , 9-7-2017)

**Sec. 10-123. Display.**

The permit issued hereunder shall be prominently displayed in a conspicuous place at or near the permitted activity and shall remain so displayed for so long as the permit holder engages in the permitted activity. The permit issued hereunder shall be produced and handed over immediately upon request of a law enforcement officer.

(Ord. No. 2017-7 , 9-7-2017)

**Sec. 10-124. Transferability.**

The permit holder is the only person authorized to use the permit. The permit shall not be transferable from the permit holder to another person. The permit shall not be leased or subleased to another person.

(Ord. No. 2017-7 , 9-7-2017)

**Sec. 10-125. Mobile food establishment locations—Commercial property.**

Mobile food establishments are allowed to park on commercial property only provided they have written authorization from the property owner. Said written authorization shall be produced and handed over immediately upon request of a law enforcement officer. Notwithstanding the foregoing, a mobile food establishment may operate on residential or commercial property with the permission of the property owner in connection with operations as regards an event for which a special events permit has been issued by the city.

(Ord. No. 2017-7 , 9-7-2017)



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## **Sec. 10-126. Mobile food establishment rules of operation.**

All mobile food establishments shall meet the following requirements:

- (1) The mobile food establishment permit holder and operator shall comply with all federal, state and local laws when operating the mobile food establishment.
- (2) The mobile food establishment shall be covered with an appropriate material to prevent exposure of the food to wind, dust, insects and the elements. The mobile food establishment permit holder shall comply with all state and local health and other applicable regulatory agency requirements, including, but not limited to, the requirements for food preparation and service.
- (3) The mobile food establishment shall not impede, endanger or interfere with pedestrian or vehicular traffic.
- (4) The mobile food establishment shall not be stored, parked or left overnight on any property other than property of the permit holder or mobile food establishment operator.
- (5) No item related to the operation of the mobile food establishment shall be placed on the street, sidewalk, public place or anywhere other than in or on the mobile food establishment.
- (6) The mobile food establishment shall have attached to it a proper container for the collection of waste and trash. The permit holder shall be responsible for the proper disposal of waste and trash associated with the mobile food establishment operation. No grease, waste, trash or other debris from the mobile food establishment shall be deposited on or released onto public property, which includes streets, sidewalks or other public place, nor into the gutter or storm drainage system. The mobile food establishment operator shall keep the immediate area in a 15-foot radius from the center of the mobile food establishment clean of garbage, trash, paper, cups, cans or litter associated with the mobile food establishment operation. Unless otherwise permitted by the city, a mobile food establishment operator shall not locate a container for the collection of waste and trash on the streets, sidewalks or public places, nor use city trash receptacles or other city waste disposal containers.
- (7) The mobile food establishment shall not have attached to it any bell, siren, horn, loudspeaker, flashing lights or any similar device to attract the attention of possible customers, nor shall the mobile food establishment operator or employee use any such device to attract attention.
- (8) The mobile food establishment operator shall not consume or be under the influence of alcohol or controlled substances while operating the mobile food establishment.
- (9) The mobile food establishment operator shall possess a valid driver's license.
- (10) The mobile food establishment shall be operated only between the hours of 10:00 a.m. and 10:00 p.m.
- (11) The mobile food establishment operator shall be in attendance at the mobile food establishment at all times, except in the case of an emergency.
- (12) In the event of an emergency, a mobile food establishment operator shall remove the mobile food establishment from the area when directed to do so by any law enforcement officer, fire official or emergency medical personnel.
- (13) The city may require the temporary removal of a mobile food establishment when street, sidewalk, or utility repairs necessitate such action.
- (14) The mobile food establishment shall be prohibited from selling alcoholic beverages.

(Ord. No. 2017-7 , 9-7-2017)



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**Sec. 10-127. Permits—Invalidity.**

Permits issued under this article are not valid during the time and location of any special events as declared by the city council for the city. Notwithstanding the foregoing, permits are not valid during the Boudin Festival or Mardi Gras Parade day at any time or location, or during the time or location of the Scott Market.

(Ord. No. 2017-7 , 9-7-2017; Ord. No. 2019-3 , 3-7-2019)

**Sec. 10-128. Penalties—Violations.**

Any permit holder and mobile food establishment operator who fails to obtain or comply with the permit or the provisions of this article shall be guilty of a misdemeanor, and upon conviction shall be punished by a fine not exceeding \$300.00 or imprisonment for a term not exceeding 60 days, or both. Each day of any violation of any provision of this article shall constitute a separate offense. In the event of a conviction, the permit shall be revoked and the permit holder shall not be entitled to any refund of permit fees.

(Ord. No. 2017-7 , 9-7-2017)



# Occupation License Application

Note: Before completing this form, please read carefully the attached packet.  
Annual renewal is due January 1<sup>st</sup> of each year, becomes delinquent after March 31<sup>st</sup>.

Check One:     New Application                       Change of Owner/Address                       Change of Business Name

Full Name:		Date of Application:	
Business Name:		EIN #:	
Physical Address:	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Street Address</span> <span>City</span> <span>Zip Code</span> <span>Apartment/Unit #</span> </div>		
Mailing Address:	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Street Address</span> <span>City</span> <span>Zip Code</span> <span>Apartment/Unit</span> </div>		
Phone Number:		Email:	
Business Phone:		Business Fax:	

Type of Business	<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Governmental <input type="checkbox"/> Other (Specify) _____
Description of Business	
Hours of Operation	
Check services that apply to business	<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Bldg. Contract <input type="checkbox"/> Professional <input type="checkbox"/> Manufacturer <input type="checkbox"/> Rental <input type="checkbox"/> Service <input type="checkbox"/> Peddler/Door to Door <input type="checkbox"/> (Specify) _____





## Zoning-Map Compliance Verification

Property Location \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Land Use District \_\_\_\_\_

Additional  
Comments: \_\_\_\_\_

Applicant \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Circle One:

Approved/Disapproved

*Signature of Comprehensive Plan Facilitator*

## Website Information

The City of Scott has a website [www.cityofscott.org](http://www.cityofscott.org) and would like to list your business on our web page. This will encourage visitors to "Shop Scott." If you would like to be listed fill out the section below.

Business

Name: \_\_\_\_\_

website: \_\_\_\_\_

Phone: \_\_\_\_\_

Physical

Address: \_\_\_\_\_

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application may result in license being revoked.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Police Department Information

Fill out section below to be sent to the Scott Police Department in case of emergency for quick contact.

Name of

Business \_\_\_\_\_

Address of  
Business: \_\_\_\_\_

Key Holder #1 \_\_\_\_\_

Phone: \_\_\_\_\_

Key Holder #2 \_\_\_\_\_

Phone: \_\_\_\_\_

