



**PRIMARY SITE USER / MOBILE FOOD VENDOR PERMIT**  
(REQUIRED FOR MOBILE FOOD VENDORS LOCATED AT WINERY, BREWERY OR DISTILLERY)

*A guide to help you understand the process:*

**FEES:**

- **New application** = \$128.00 Annual fee
- **Renewal** = \$64.00 Annual fee (No changes from previous year)

**What is a Primary Site User/Mobile Food Vendor Permit?**

- The permit is the first step for the Primary Site User (winery, brewery or distillery) in obtaining a Temporary Certificate of Occupancy to allow a Mobile Food Vendor (MFV) to set up and operate on site.
- A Primary Site User shall not allow a MFV to operate on site without first receiving a Temporary Certificate of Occupancy (CO).
- A Primary Site User means: A small scale craft brewery, winery or distillery, as those terms are defined in the LMC.

**What a Primary Site User/Mobile Food Vendor Permit is NOT!**

- NOT approval for a MFV to operate throughout the City.
- NOT a permit to do any construction, electrical or plumbing work.
- NOT approval from any agency outside the City government (i.e. County, Health Department, County Liquor Board, State Fire Marshal, State Board of Cosmetology, etc.).

**When do you need to apply for a Primary Site User/Mobile Food Vendor Permit?**

- When a Primary Site User wishes to allow a MFV to set up and operate on site.

**Application Submittal**

- Complete Permit Application in its entirety.
- Provide (5) copies of a scaled sketch required in accordance with City Code Section 29-16(b) (2A) showing all pertinent features of the area affected, including property lines, building footprint, sidewalks, obstacles, parking, ADA parking & access, fire lanes & fire hydrants, location of trash & recycling receptacles, seating and the proposed location of the mobile food units.
- Payment of fees.

### **How does the process work?**

1. Application is filed with the Building Department. **NOTE:** Process takes approximately 10-15 business days pending additional information that may be required of the applicant during review.
2. Copies of the application are distributed to the following City departments for review and approval:
  - a. *Planning & Zoning*
  - b. *Building Plan Review*
  - c. *Engineer*
  - d. *Fire Protection Engineer*
3. Any discrepancies or questions from the reviewer will be forwarded to the permit applicant for follow up.
4. Once approvals are given by each reviewer, the Primary Site User/Mobile Food Vendor Permit is issued and the applicant will be notified when permit is ready for pickup.
5. After applicant receives the approved permit and the site is ready call for required inspections.
6. When all required inspections have been approved; a Temporary Certificate of Occupancy is issued. The Temporary Certificate of Occupancy is valid starting on its date of issuance and expires on the following December 31<sup>st</sup>.

### **Are any inspections required?**

#### **YES. Inspection by the Building Inspector**

- An inspection request can only be made by calling the Inspector between 7 a.m. - 9:00 a.m. on the same day you would like the inspection performed (Mon. – Fri. normal City workdays).
  - Building Inspectors 301-600-3819 / 3801
- Once the required inspections have been conducted and approved, the Temporary Certificate of Occupancy will be mailed to the property owner.

**REMEMBER – The MFV shall not set up or begin operating until all required inspections are approved and this office has issued a Temporary Certificate of Occupancy to the Primary Site User.**

#### **Temporary Certificate of Occupancy (CO) - Conditions:**

- As the Primary Site User, it is your responsibility to ensure the Mobile Food Vendors operating on site shall comply with the provisions of the Frederick City Code Chapter 29.
- A MFV may operate only during the hours of operation of the Primary Site User. All mobile food units must be removed from the site when not in operation.
- A MFV shall be located on the property of a Primary Site User in accordance with the approved plan attached to the CO.
- A MFV may sell only food and non-alcoholic drinks and may not sell other merchandise or services.
- The Temporary CO will expire on December 31<sup>st</sup>. A primary site user must apply for a new permit and receive a new CO on an annual basis.
- The Temporary Certificate of Occupancy and approved sketch shall remain on site at all times.

*We are here to inform and assist you during this process. If any questions or problems arise, please feel free to contact our offices and we will do our best to help you.*

#### **Office Staff Contacts:**

Permits Technician	301-600-6296
Building Plans Review	301-600-3816 / 3817
Planning & Zoning	301-600-1499
Building Inspectors	301-600-3801 / 3819

The City of Frederick, Maryland  
**Building Department**

140 W. Patrick St., Frederick MD 21701 / 301-600-3808 / FAX 301-600-3826  
 www.cityoffrederick.com



**PRIMARY SITE USER FOR  
 MOBILE FOOD VENDOR  
 PERMIT APPLICATION**

**(REQUIRED FOR SALE OF FOOD AT ANY WINERY, BREWERY OR DISTILLERY  
 PERMITTED AS A CONDITIONAL USE ON SITE)**

**FOR OFFICE USE ONLY**

App No.: \_\_\_\_\_

App Type Code: \_\_\_\_\_

Tax ID #: 02- \_\_\_\_\_

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

**Applications will NOT be accepted unless all spaces are FULLY completed.**

*Before applying for a permit please be sure to read the full text of the City Code, Chapter 29, Article III. Mobile Food Vendors*

**SECTION I (Complete in its entirety)**

This application is for:       New       Renewal (No changes from previous year)

**Location Address:**

<b>Permit Applicant Information</b>	Contact Person:	
	Company Name:	
	Address:	
	Phone:	Fax:
	Cell:	Email:

<b>Primary Site User Information</b>	Business Name:	
	Mailing Address:	
	Contact Name:	
	Phone:	Fax:
	Cell:	Email:

<b>Required Documentation and Information</b>	Primary Site User hours of operations: Days of Week _____ Hours: _____
	Maximum number of mobile food vendors on site at any one time: # _____
	Number of trash and recycling receptacles provided for each mobile food vendor: # _____ Trash # _____ Recycling
	Description of Proposed:
	<input type="checkbox"/> Scaled sketch required in accordance with Section 29-16 (b) (2a). Showing all pertinent features of the area affected, including property lines, building footprint, location of food vendors, sidewalks, obstacles, parking, ADA parking and access, fire lanes and fire hydrants, location of trash/recycling receptacles.



The City of Frederick, Maryland  
**Building Department**  
 140 W. Patrick St., Frederick MD 21701 / 301-600-3808 / FAX 301-600-3826  
 www.cityoffrederick.com

**FOR OFFICE USE ONLY**  
 App. No.: \_\_\_\_\_

## PRIMARY SITE USER FOR MOBILE FOOD VENDOR PERMIT APPLICATION

(REQUIRED FOR SALE OF FOOD AT ANY WINERY, BREWERY OR DISTILLERY  
 PERMITTED AS A CONDITIONAL USE ON SITE)

### OWNER/AUTHORIZED AGENT CERTIFICATION

The Owner/Authorized Agent hereby certifies and agrees as follows:

<b>OWNER / *AUTHORIZED AGENT CERTIFICATION</b>	<p>I am the owner, or an authorized agent by the owner to act in their behalf as the owner's agent to make this Application. That the information given herein is true and correct and that all occupancy under this application will comply with all applicable Federal, State and Local Regulations. That occupancy will be in accordance with and as indicated on the approved site and building plans, review comments, agreements, specifications, etc., unless otherwise approved by the Building Department Manager and that <b><u>all fees are non-refundable and non-transferable</u></b>. I understand and agree that plans will be reviewed, inspections made and occupancy certificates issued; however, I assume ultimate responsibility for compliance of all codes, regulations, etc. I further understand this permit must be applied for on an annual basis.</p> <p style="text-align: center;"><b>Note: A Certificate of Occupancy must be obtained prior to any mobile food vendor occupying the site.</b></p>	
	Print Name:	Title (If Corp/Business)
	*Signature:	

**\*PROVIDE AFFIDAVIT FROM PROPERTY OWNER if signed by anyone other than Property Owner**

<b>Property Owner Information</b>	Property Owner Name (as listed on deed):		
	Mailing Address:		
	Phone:	Fax:	
	Cell:	Email :	

### SECTION II (For Office Use Only)

**New Application Fee \$128.00**       **Renewal Fee (No changes from previous year) \$64.00**

Recv'd by:	Date Paid:	Method of Payment:	Total Paid:
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### SECTION III (For Staff Use Only)

Review Comments (Please write legibly)


**REVIEWED BY:** \_\_\_\_\_ **APPROVAL DATE:** \_\_\_\_\_

Building (Blue)     Planning (Green)     Engineering (Salmon)     Fire Code Review (Yellow)     Other \_\_\_\_\_     Other \_\_\_\_\_