









MOBILE CONFECTIONS (FORMERLY ICE CREAM) TRUCK PERMIT CHECKLIST



This permit is for vendors who desire to use a double-axle vehicle that is completely mobile with no permanent location to sell exclusively ice cream and confections. If you desire to sell ice cream or confections from a pushcart, see the Pushcart or Animal Drawn Food Vendor Permit Checklist. Mobile vending is only allowed in blue areas indicated on the [City’s Mobile Food Truck Operating Areas map](#). Vendors must obey all applicable parking and traffic laws, including feeding parking meters. Vendors may not vend at the same location more than once daily or longer than 30 minutes in one location.

Check List

-  **Occupational License & Mayoralty Permit.** To receive your Tax ID number and the Occupational License and Mayoralty Permit required for food vending, download and complete the [application form](#), which can be submitted via email to revenue.vendorpermits@nola.gov or submitted in-person or via mail to the Bureau of Revenue at City Hall, 1300 Perdido St., RM 1W15. These licenses must be renewed annually through the Bureau of Revenue.
-  **Fire Department Mobile/Temporary Vendor Form.** The Fire Department requires an application and inspection related to food and fire safety. Review the [packet](#), complete the [application](#), and bring it to 317 Decatur St between 9:00 AM and 3:00 PM Monday-Friday. An inspection can usually be conducted at the same time. The annual application and inspection fee is \$50 (not included in City fees below). For questions, call Fire Prevention at (504) 658-4770.
-  **State Health Permit.** To obtain a state health permit, submit the [Mobile Unit Plan Review Questionnaire](#) and a detailed, scale-drawn floor plan to Orleans Parish Sanitarian Terrijon Hughes at terrijon.hughes@la.gov. The application process requires a minimum of 10 days, after which an inspection will be scheduled. Health permit fees are \$150 annually, which is not included in the City fees below. For questions, call (504) 568-7970.
-  **Requirements Related to Vehicle.** Provide a copy of the vehicle’s valid registration with the Louisiana Department of Motor Vehicles, a copy of a valid Louisiana Driver’s License for each approved driver, and a copy of automobile insurance for the vending vehicle, which provides insurance coverage for any accident while operating the vehicle.
-  **Proof of Insurance.** Food trucks must have commercial general liability insurance coverage of at least \$500,000. The City of New Orleans should be named as an insured party, providing insurance coverage for any incident that may occur while vending on the public rights-of-ways. The City of New Orleans’ official address is 1300 Perdido St., New Orleans, LA 70112. Insurance coverage must be valid at the time of application and held continuously throughout the year while vending.
-  **Photo of Vehicle.** The photo should indicate the vehicle dimensions. Maximum allowable sizes are not to exceed 26 feet in length or 8 feet in width.
-  **Fees.** City fees for new permits total \$425.25, including \$150 for occupational license, \$200.25 for mayoralty permit, \$50 application fee, \$50 sales tax deposit, and \$5 ID card. Renewal fees total \$405.25 and include all the previous fees except for the \$50 application fee.
-  **Sales Tax Requirements.** All businesses that sell food or other goods are required to register, obtain a license, and collect and remit taxes to the Bureau of Revenue - Sales Tax. These businesses will be mailed tax returns each month and will be required to remit the taxes to the Bureau of Revenue by the 20th of the month following the month of collection. [Learn more.](#)

Mobile Confections Truck Permit Restrictions

RESTRICTIONS

-  **Prohibited Locations.** Not valid within the Central Business District or Vieux Carre. Not valid in any residential zoning district. Not valid within two blocks of any elementary or secondary school when school is in session. Not valid in a Clean Zone, an area established by an ordinance adopted by the City Council, which suspends certain permits and transactions in designated areas of public property and outside of buildings during specific dates and times, such as during large events.
-  **Operational Requirements.** All sales must take place between 11:00 AM and 8:00 PM. Vendors may not operate within 40 feet of any intersection, within 40 feet of a stop sign or other traffic control signal, or on streets where the speed limit exceeds 25 miles per hour. No horn, amplified sound, or other sound devices or music. Vending can only take place on the passenger side of the truck. Vendors must pull as far as practical to the side of the street while vending. Emergency flashers must be operating at all times while stationary. No vendor may sell alcoholic beverages, controlled substances, or any other illegal item.

Questions?

If you have questions about mobile food vending permits, contact the Bureau of Revenue at (504) 658-1666 or (504) 658-1648.