

# MOBILE FOOD TRUCK VENDOR PERMIT CHECKLIST

Food truck vending permits are for food vendors who desire to use a double-axle vehicle that is completely mobile with no permanent location. 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. Trucks can remain in one location no longer than 4 hours and may only sell food.

## 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](mailto: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.
- ✓ **Food Truck Permit Application.** Complete Supplement I, the [food truck permit application](#) and submit it to the Bureau of Revenue along with your Occupational License application. See above.
- ✓ **Fire Department Application & Inspection.** 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 Gwen Shook at [gwen.shook@la.gov](mailto:gwen.shook@la.gov). Applications will be reviewed within 10 days, and 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 \$655.25, including \$150 for occupational license, \$400.25 for mayoralty permit, \$50 application fee, \$50 sales tax deposit, and \$5 ID card. Renewal fees total \$605.25 and include all the previous fees except for the \$50 application fee.
- ✓ **Sales Tax Requirements.** All businesses who 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 Food Truck Vendor 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 Restrictions.** Vendors may not operate within 20 feet of any intersection, within 20 feet of a stop sign or other traffic control signal, or within 3 feet of a driveway, wheelchair ramp, or bicycle ramp. No horn, amplified sound, or other sound devices or music. No vendor may sell alcoholic beverages, controlled substances, or any other illegal item. Third-party advertising on the vehicle is not allowed. No furniture can be placed on the street or sidewalk except a trash receptacle. Vendors must keep a 50-foot radius around the truck clean during and upon completion of operation.

## Questions?

If you have questions about this permit, reach out to the Bureau of Revenue at (504) 658-1666 or (504) 658-1648.

