



CHARLESTON FIRE DEPARTMENT



Fire Marshal Division

Permit Application

Mobile Food Vendor Preferred Submission: Customer Self Service (CSS) Portal, www.charleston-sc.gov/CSS Alternate Submission: Fire Marshal Division, 2 George Street, Charleston, SC 29401	Fire Permit # : MFV -
	Date of Application:
	Plan Review Level: MFV (office use only)

This application is for a Mobile Food Vendor (MFV) working within the City of Charleston. Qualified MFV's must obtain a City Business License and a permit, before operating, by submitting this application and associated supporting documentation as outlined below. MFV owners that are deemed qualified will be issued a permit. The permit must be renewed within 12 months of issuance. Permits are subject to revocation or suspension at any time.

Please visit www.charleston-sc.gov/mobilefoodvendor for additional information and resources.

Applicant

Company Name:	
Vehicle name or dBA (if different than Company name):	
Address:	City, State & Zip:
Applicant Name:	Applicant Phone:
Applicant Fax:	Applicant E-mail:

Category of Mobile Food Vendors (check one appropriate category)

<input type="radio"/>	A	<i>Category A</i> includes MFV's who operate from a cart, trailer, tent, vehicle or similar and do not cook or warm food and do not utilize any portable power, including caterers or canteens or similar who prep food off site and serve at an outdoor special event or gathering. This program excludes vendors who are selling commercially pre-packaged beverages or snacks, stocking vending machines, or similar
<input type="radio"/>	B	<i>Category B</i> includes MFV's who operate from a cart, trailer, tent, vehicle or similar and warm or reheat food and/or utilize portable power or fuel systems.
<input type="radio"/>	C	<i>Category C</i> includes MFV's who operate from a cart, trailer, tent, vehicle or similar and conduct mobile food preparation that includes cooking of foods (producing grease laden vapors).

Expectations of MFV's

<ol style="list-style-type: none">1) Remain mindful of safety for our citizens, your employees and our first responders.2) Display the current City Business License and MFV permit during all operations.3) Maintain compliance with the applicable rules and regulations.4) Conduct operations at locations or on properties where authorized to do so.5) Required fire extinguishers, hood suppression system, and kitchen exhaust hoods must be inspected in accordance with applicable codes and standards and marked appropriately by an approved vendor.6) MFV shall retain reports, photos, and associated documents for not less than three years.
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Mobile Food Vendor Permit Application

Application Submittal Checklist

The following checklist is provided as a **summary of the minimum** information that must be included with this application before a review will be initiated. It is the operator's responsibility to have a thorough working knowledge of the applicable ordinances, codes, and standards. Failure to provide the needed information will delay the review process.

Category A – Attachment Checklist

- 1) City of Charleston [Business License](#) issued for the current year.
- 2) Exterior photos of all sides, which demonstrate the intended configuration and setup.
- 3) Interior photos of the configuration and placement of equipment.

Category B – Attachment Checklist

- 1) City of Charleston [Business License](#) issued for the current year.
- 2) [SCDA](#) inspection documentation (if applicable).
- 3) Exterior photos of all sides, which demonstrate the intended configuration and setup.
- 4) Interior photos of the configuration and placement of equipment.
- 5) Documentation of fire extinguisher service for setups that include power, fuel, reheating food or cooking (Attach proof of service/purchase within the last 12 months by attaching a photo of the tag, report from vendor, or receipt).
- 6) LP- Gas certification paperwork and photo of the LP-Gas alarm (if applicable).
- 7) Completed [Mobile Food Vendors Fire Safety Self-Survey](#).

Category C – Attachment Checklist

- 1) City of Charleston [Business License](#) issued for the current year.
- 2) [SCDA](#) inspection documentation (if applicable).
- 3) Hood cleaning report (applicable for all vendors producing grease laden vapors).
- 4) Hood suppression semiannual inspection/maintenance report (if applicable).
- 5) Exterior photos of all sides, which demonstrate the intended configuration and setup.
- 6) Interior photos of the configuration and placement of equipment.
- 7) Photos of the cooking area.
- 8) Documentation of fire extinguisher service for setups that include power, fuel, reheating food or cooking (Attach proof of service/purchase within the last 12 months by attaching a photo of the tag, report from vendor, or receipt).
- 9) LP- Gas certification paperwork and photo of the LP-Gas alarm (if applicable).
- 10) Completed [Mobile Food Vendors Fire Safety Self-Survey](#).

Submittal and Review Process

We encourage all applicants to utilize the [Customer Self Service \(CSS\)](#) portal to submit applications, receive updates, schedule inspections, pay fees, and expedite the process. ***Paper applications will not be accepted after January 1, 2024.***

Once a complete application packet has been entered into the system, which includes all associated documents and required attachments, the applicant will receive an automated email advising that the review is underway. A member of the Fire Marshal Division will be assigned to review the application. Once the initial review has been completed, the applicant will receive either notification of any missing documentation or notification to pay the associated fees and schedule the inspection through the CSS portal. Our goal is to conduct the initial review within 6 business days after receiving a complete submission.

Once the application has been approved the applicant may request an inspection through the CSS portal. Inspections are typically conducted at 2 George Street within three business days of the request, but subject to the availability of our team. Upon successful completion of the inspection, and payment of fees, a mobile food vendor sticker will be issued.

Applicants can check the status of the permit at any time by logging into their [CSS](#) account. Additional questions that cannot be answered through the portal may be directed to CFDpermits@charleston-sc.gov or 843-724-3429.

Request for review and permit

I understand and agree that this permit is for authorization for the time period identified on this permit and the permit remains the property of the City of Charleston. By signing below, I certify that I am an authorized agent for the company and all information provided is true and correct. I understand that if any information provided is found to be incorrect or falsely stated that any permits granted from this application are immediately null and void. I agree to comply with the ordinances of this jurisdiction and to perform the work herein stated in accordance with the submitted plans, specifications, applicable codes and standards, and shall be responsible for any and all violations of state laws and local ordinances. I understand that any deviation from the conditions of the permit, without written approval subsequent to the issuance of the permit, shall constitute grounds for revocation of such permit and that all activities are subject to field inspections at any time. I understand this permit **expires 365 days** from the date of issuance, unless revoked or suspended.

Name of person submitting application

Signature

Date