



CHARLESTON FIRE DEPARTMENT



Fire Marshal Division

Permit Application

Mobile Food Vendor Submit application to: Permit Center 2 George Street, Charleston, SC 29401	Fire Permit # : OP -
	Estimated value of work: \$ N/A
	Date of Application:
	Plan Review Level: 1 (office use only)

This application is for Mobile Food Vendors (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 outlined below, for review by the Charleston Fire Department Fire Marshal Division. 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.

Inspection/ Mobile Food Vendors Permit

MFV Company:	
MFV Vehicle Name:	
Address:	City, State & Zip:
Applicant Name:	Applicant Phone:
Applicant Fax:	Applicant E-mail:

Category of Mobile Food Vendors (check the appropriate category)

A	Mobile Food Vendors operating from a cart, trailer, vehicle or similar who are not cooking or warming food and do not utilize any portable power.
B	Mobile Food Vendors operating from a cart, trailer, vehicle or similar who only warm or reheat food and/or utilize portable power or fuel systems.
C	Mobile Food Vendors who conduct Mobile Food Preparation and cook food (producing grease laden vapors) and/or utilize portable power or fuel systems.

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.

- 1) City of Charleston Business License issued for the current year or provide paperwork that City of Charleston Business License has been applied for.
- 2) DHEC inspection documentation (if applicable).
- 3) Hood cleaning report (if applicable).
- 4) Hood suppression semiannual inspection/maintenance report (if applicable).
- 5) Proof of fire extinguisher service for vehicles 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) Photos of all exterior sides of the cart, trailer, vehicle, etc.
- 7) Photos of the interior cooking area.
- 8) Completed copy of the Mobile Food Vendors Fire Safety Self-Survey.
- 9) LP- Gas certification paperwork (if applicable).

Mobile Food Vendor Permit Application

Expectations

- 1) Staff working in the field shall retain a copy of the current permit issued to the company.
- 2) Systems shall be inspected and cleaned in accordance with applicable codes and standards.
- 3) MFV shall retain reports, photos, and associated documents for not less than three years.
- 4) Service stickers must be marked appropriately, contain all required information, and will be placed on each hood.

Review Process

Submit all documents listed above (Making up the MFV operational permit application) to the permit center located at 2 George St. The application will be routed to the Fire Marshal Division for review and approval.

Once all the required documents have been reviewed and approved a field inspection will take place at 2 George Street, Charleston, SC, 29401.

The permit will be issued after vehicle and/or trailer has passed inspection.

Submittal Process

Submit all the required information identified above to the Permit Center at 2 George Street.

- 1) Drop off the completed application and all necessary attachments.
- 2) The information will be routed to the Fire Marshal Division for review.
- 3) Applicant will be contacted for inspections or when approved.

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 performing the work stated above, appropriately trained and qualified for the scope of work proposed, 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 of work made without written approval subsequent to the issuance of the permit shall constitute grounds for revocation of such permit and that all work is subject to field inspections. Permit void if work is not started within six months of the date of issue or if work stops for a period of six months. All permits expire 365 days from the date of their issuance, unless revoked or suspended.

Name of person submitting application

Signature

Date