



MOBILE FOOD VENDOR APPLICATION

June 1, 2026 to May 31, 2027

Please check One: ☐ Individual ☐ Corporation | LLC | Partnership ☐ Non-Profit

Owner | Applicant's Name: _____ Phone: _____

Email: _____ Driver's License Number: _____

Physical Address: _____ Town | State | Zip: _____

Mailing Address: _____ Town | State | Zip: _____

Business Name: _____ Phone: _____

Physical Address: _____ Town | State | Zip: _____

Mailing Address: _____ Town | State | Zip: _____

Information for all employees and other persons authorized to operate the mobile food vendor:

Name	Phone Number	Driver's License Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vehicle information:

Description of the vehicle: _____

Vehicle Registration Number: _____

Required Documentation:

- ☐ Valid and current vehicle/trailer registration of mobile food unit
 - ☐ Description of product being sold and menu
 - ☐ State of Maine Health Certificate
 - ☐ ServSafe Certificate
 - ☐ Insurance—commercial general liability insurance in the amount of \$1,000,000.
-

Licenses Type:

- | | |
|--|---|
| ☐ Class 1: Annual | \$250.00 plus public hearing cost TBD at a later date |
| ☐ Class 1: Annual Renewal (license held the prior year) | \$150.00 |
| ☐ Class 2: 2-7 consecutive days | \$100.00 |
| ☐ Class 3: 1 day | \$50.00 |

Location:

- ☐ Mobile Food Vendor Court ☐ One-time Events ☐ Private Catered Events ☐ Town Sponsored Events

Name and phone number for the private property owner on which the mobile food vendor unit will be placed:

The name(s) and applicable pad site locations(s) of the approved mobile food vendor court at which the mobile food vendor will be located, and/or the permitted location at which the mobile food vendor will be located: _____

Identification of where the food prep operations will occur: _____

If a commissary kitchen is located in the Town of Scarborough, an inspection will need to be conducted.

Required Documentation:

- ☐ Permission form or notarized affidavit from the private property owner granting permission for unit placement

Inspection:

Have you been inspected by the City of Portland or the City of Westbrook for a Mobile Food Vendor License in the current year? ☐ YES ☐ NO

If yes, please provide a copy of the inspection certificate.

If no, you will be contacted to schedule a Town of Scarborough inspection.

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licenses and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of license. It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

Signature: _____ Date: _____

Town Use Only:

Date Received: _____ Payment Amount: _____ Type: _____ Initials: _____

- Approved by:
- | | |
|--|---|
| ☐ Town Clerk | ☐ Code Enforcement Officer |
| ☐ Police Chief | ☐ Fire Chief |
| ☐ Tax Collector | ☐ Town Council |

SUPPLEMENTAL QUESTIONNAIRE FOR CORPORATE APPLICANTS

(This must be signed in the presence of a Notary Public)

1. Exact Corporate Name: _____

2. Date of Incorporation: _____

3. State in which Incorporated: _____

4. If not Maine Corporation, date the Corporation was authorized to transact business in the State of Maine: _____

5. List the following information for all officers/directors for the previous five years and list the percentage of stock owned:

Name	Address	Date of Birth	% of stock	Title
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

6. What is the amount of authorized stock? _____

7. Is any Principle Officer of the Corporation a Law Enforcement Official? _____

If yes, please name: _____

8. Has applicant(s) or Manager ever been convicted of any violation, other than minor traffic violations, in the United States within the past five years? ☐ Yes ☐ No

If yes, please name: _____ Date of Conviction: _____

Offense: _____ Location: _____ Disposition: _____

(Please sign in the presence of a Notary Public)

Signature: _____ Date: _____

Print Name: _____ Dated at Town/City: _____

Notary

The Foregoing instrument was acknowledged before me by: _____

Notary Signature: _____ Date: _____

Print Name: _____

Notary Public, State of: _____ County of: _____

MOBILE FOOD VENDOR LICENSE—PROCESS AND LICENSE REQUIREMENTS

Application Submittals:

Complete the Mobile Food Vendor Application and Checklist. Please be sure to sign where necessary.

Submit these items as outlined in the attached checklist with the applicable fee. The Town of Scarborough Schedule of Permit and Applications Fees can be found [here](#). Checks are payable to the Town of Scarborough.

Initial Review Process for Annual Licenses—Town Council:

Once an application has been received, Town Clerk Staff will review the application for completeness.

Complete applications will be distributed to the Code Enforcement Officer, the Police Chief, the Fire Chief, and the Tax Collector.

Public Safety Departments will conduct an inspection of the vehicle to be used as a mobile food vendor. If the mobile food vendor holds an approved license by the City of Portland or City of Westbrook, Public Safety may waive the required inspection.

Once a passing inspection has occurred and all departments are satisfied the application meets the standards in Chapter 1015A, the application will be scheduled for a Public Hearing before the Town Council. Notice of the hearing shall be advertised in a local daily newspaper, at least seven (7) days prior to the hearing, at the expense of the applicant.

Renewal Review Process for Annual License and Other License Types—Town Clerk Approval Required:

The Town Clerk shall renew an annual license issued to operate a mobile food vendor unit on or before May 1st of each year, provided the applicant still meets all of the licensing standards, including inspection. The applicant must submit the application and the renewal fee within 30 days before expiration of the license or must reapply as a new applicant.

2-7 consecutive day and 1-day licenses shall be issued by the Town Clerk once a passing inspection has occurred and all departments are satisfied the application meets the standards in Chapter 1015A.

License Posting Required:

Every required license shall be displayed at all times in a conspicuous place where they can be read by the general public on the mobile food vendor unit.

Mobile Food Vendor Checklist:

The applicant must complete the following checklist and include it with the application to the Town Clerk. Please check each required box and acknowledge the applicable item has been included with the application. This checklist is not a substitute for a thorough review of the Town of Scarborough Ordinance and other applicable ordinances.

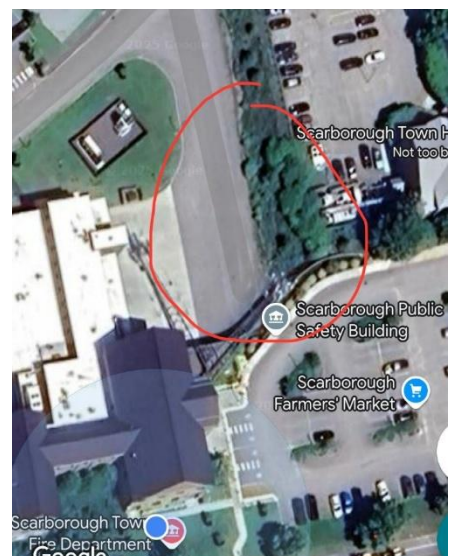
Mobile Food Vendor License Checklist		PROVIDED	RECEIVED
Application			
Applicable Review Fee			
Additional Documentation			
State of Maine Health Certificate			
ServSafe Certificate			
Proof of Insurance - Commercial General Liability in the amount of \$1,000,000.00 is required			
Description of product being sold and menu			
Valid and current vehicle/trailer registration of mobile food unit			

Equipment Standards	Applicant to Provide Description of Standards	PROVIDED	RECEIVED
Description of Power Supply – Use of petroleum fuel powered generators is prohibited on mobile food vendor courts			
Operating Hours – Mobile food vendors shall be attended at all times during operating hours.			
Mobile Food Vendor Unit Dimensions The allowable dimensions of a mobile food vendor (including all attachments, except hinged canopies that open to reveal food serving areas) shall be no more than 30 feet long, 13 feet tall, and nine feet wide.			
Water Source - Mobile food vendors shall have a gray water holding tank. - Mobile food vendor operators shall ensure that there is an adequate supply of potable water for cleaning equipment and the preparation of foods.			
Power Source Mobile food vendor operators shall ensure there is an adequate and safe source of electrical power.			
Refuse Plan Mobile food vendors are responsible for the proper disposal of waste and trash associated with the operation and shall remove all generated waste and trash from their approved location at the end of each			

day or as needed to maintain the public health and safety. • No liquid waste or grease is to be disposed of in tree pits, storm drains, sanitary sewers, onto the sidewalks, streets or other public or private space. • A written waste management plan indicating plans for waste handling, sanitation, litter collection/prevention, recycling, and daily cleanup procedures shall be submitted with the license application			
Signage Planned • Mobile food vendors shall not place signs/banners in or alongside the public right-of-way or across roadways. • Mobile food vendor signs must be permanently affixed to or painted on the mobile food vehicle; sandwich boards are acceptable if placed directly in front of the mobile food vendor they are advertising for.			
Noise • Mobile food vendors shall not emit sounds, outcry, speaker, amplifier or announcements and amplified music or sounds may not at any time unreasonably disturb nearby businesses, pedestrians, or vehicles.			
Proposed Hours of Operation • Mobile food vendors may operate beginning at 6:00 AM and ending at 10:00 PM, unless otherwise qualified or limited by the municipal review authority.			

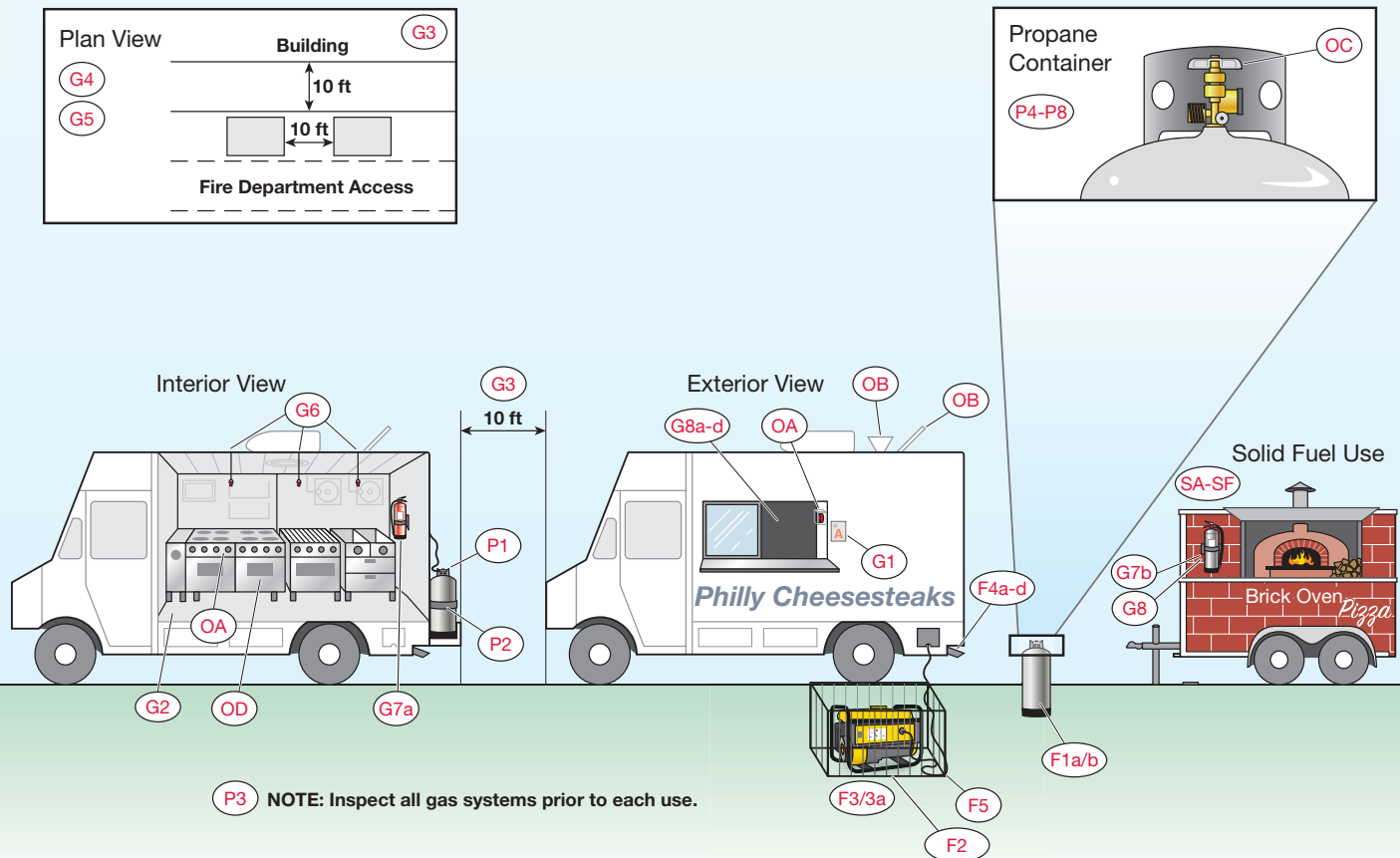
Inspection:

All mobile food vendors will be inspected by the Scarborough Fire Department in accordance with the included Food Truck Safety Fact Sheet. Date and time of the inspection will be provided once a fully completed application packet has been provided. Inspections will be conducted in behind Scarborough Town Hall:





FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Annex B in NFPA 96.

General Safety Checklist

- ☐ Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- ☐ Ensure there is no public seating within the mobile food truck. [1:50.7.1.6.3] **G2**
- ☐ Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **G3**
- ☐ Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- ☐ Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- ☐ Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- ☐ Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- ☐ Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- ☐ Ensure that workers are trained in the following: [96:B.15.1] **G8**
 - ☐ Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
 - ☐ Proper method of shutting off fuel sources [96:10.4.1] **G8b**
 - ☐ Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
 - ☐ Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- ❑ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- ❑ Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- ❑ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- ❑ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- ❑ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ❑ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - ❑ At least 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
 - ❑ At least 10 ft from every means of egress [96:B.13] **F4b**
 - ❑ Directed away from all buildings [1:11.7.2.2] **F4c**
 - ❑ Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- ❑ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:B.18] **F5**

Propane System Integrity Checklist

- ❑ Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- ❑ Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- ❑ Inspect gas systems prior to each use. [96:B.19.2.3] **P3**
- ❑ Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- ❑ Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- ❑ Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- ❑ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- ❑ Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8**

Operational Safety Checklist

- ❑ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- ❑ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- ❑ Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- ❑ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- ❑ Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- ❑ Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- ❑ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- ❑ Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- ❑ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- ❑ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

NFPA RESOURCES

NFPA 1, *Fire Code*, 2018 Edition

NFPA 1 *Fire Code Handbook*, 2018 Edition

NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition

LP-Gas Code Handbook, 2017 Edition

NFPA 70®, *National Electrical Code*®, 2017 Edition

National Electrical Code® *Handbook*, 2017 Edition

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2017 Edition

NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

➔ **BECOME AN NFPA MEMBER**
FOR MORE OF THESE RESOURCES



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LET'S PROTECT IT TOGETHER.™

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfpa.org/foodtrucksafety.

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