



SPECIAL EVENT - TEMPORARY FOOD VENDOR PERMIT APPLICATION

Date Requested: _____ Today's Date: _____
 Name: _____ Expiration Date: _____
 Address: _____
 Phone #: _____
 Special Event: _____ Times: _____

LICENSE FEE: \$75 for the first day
\$50 additional for second day (\$125 total) \$50 additional for 3rd day (\$175 total)

Letter or email of permission from Special Event contact person required.

Mobile food preparation vehicle ("MFPV") requirements: §213-6 D (8)

- (a) The application **must be associated with a special event application**, approved by the Common Council and/or subject to City zoning regulations or to City Code Enforcement approval.
- (b) The application **must be submitted no less than thirty (30) days before the requested term** for which the temporary license is sought.
- (c) A temporary license may be issued for a term **not to exceed three (3) consecutive days**.
- (d) The **MFPV shall not be stationed within three hundred (300) feet of a brick and mortar establishment selling similar fare.**
- (e) The applicant/vendor **must obtain an operating permit** from the City Code Enforcement Office **if an operating permit was not required for the associated special event.**
- (f) The MFPV must be in compliance with all pertinent sections of the New York State Fire Code.
- (g) The vendor **must have a valid permit to operate issued by the Cortland County Health Department.**
- (h) The vendor must submit to inspection by the Code Enforcement Office at any time during the term of operation covered by the license issued.
- (i) The vendor will be responsible for a fee of \$75.00 for the first day of operation and \$50 for the second day of operation under the temporary license.
- (j) The temporary license will be revoked immediately in the event that the vendor is found to be in violation of any of these terms.

(Local Law No. 4 of the Year 2022) [Amendment of Article §213-6 D in Relation to Creating a Special Event Temporary Food Vendor License]

Signature of Applicant

Date

IF APPROVED, YOUR PERMIT WILL BE MAILED TO YOU.

IF NOT APPROVED, YOUR APPLICATION FEE WILL BE RETURNED TO YOU.

Special Event Letter

Operating Permit

CCHD Permit

Common Council Approval