

MOBILE VENDOR APPLICATION



City of Tupelo
Department of Development Services
P O Box 1485, Tupelo, MS 38802-1485
(662) 841-6510
permits@tupeloms.gov

MUNIS _____
Received By: _____
Date Received: _____
(for office use only)

To be used for vendors with mobile units not located in a location in excess of five (5) hours, past 1:00am, or overnight.
Mobile vendors locating beyond these times are considered an accessory use, requiring a commercial construction application for building review to site permanently on private property.
Fee must be paid before application can be processed. See current fee schedule.

Applicant Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Property Owner: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Business Owner: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Business Name, Type, and License # (new businesses may apply for a privilege license after permitting):

Location for Mobile Vendor Storage (Not permitted in residential properties or zones; Owner permission required): _____

Required Attachments (please initial or indicate Not Required "NR" below):

- 1. Vehicle Registration and Insurance documentation for all vehicles/trailers _____
- 2. Mississippi Department of Health Food Service Permit _____
- 3. Mississippi Department of Revenue State Tax Number (EIN) with City of Tupelo Designation _____
- 4. Property owner consent form for location of storage _____
- 5. Liability Insurance, minimum \$500,000 listing the City of Tupelo as insured _____
- 6. City of Tupelo Indemnity Agreement holding the City of Tupelo harmless for any damages or bodily harm _____
- 7. Commercial Certificate of Occupancy if based in City of Tupelo _____
- 8. City of Tupelo Privilege License, obtained after DDS permitting _____

All required documents must be kept up to date and available for inspection at all times when vendor is in operation. City of Tupelo Mobile Vendor Permit, MDOH Permit, and private property consent forms must be displayed.

I understand, as the Permit Holder, I am responsible for ensuring all work is completed in accordance with all applicable State of Mississippi and City of Tupelo ordinances and statues. I hereby certify that all information contained in this application is truthful and accurate to the best of my knowledge and that I have received a copy of this application. I understand that it is my responsibility to maintain my vehicle and that I am subject to all Codes in Article XI of the City of Tupelo Development Code.

Applicant Signature _____ Date: _____

Mobile vendors and mobile pushcarts are subject to Article XI of the City of Tupelo Code of Ordinances and are subject to review by all City of Tupelo utilities, building, and public safety officials including City of Tupelo Fire Department. All mobile vendors must have self-contained utilities and utilize only portable equipment.

Guidelines Mobile Vendor Operations:

1. Park no closer than 25 ft from any “brick and mortar” restaurant
2. Park legally on public streets within a designated parking space, providing safe access from the sidewalk for customers
3. Park only in commercial zoning districts (MUCC, MUAC, MUE, RC, MUD, I), designating parking within the Fairpark Sub-district of the Mixed Use Downtown zoning district, designated parking spaces on public property and rights-of-way, or on privately owned property where written consent has been granted.
4. Operation of a Mobile Vendor on private property requires the following:
 - a. Written permission from the property owner
 - b. Must be parked 10-30 feet from the street curb and/or Right of Way
 - c. Ample distance for proper traffic flow and safe passage for customers
 - d. Occupy only designated parking spaces
5. Parking in City of Tupelo Public Parks requires written permission. City of Tupelo Park and Recreation offices are located at 655 Rutherford Rd, Tupelo, MS 38801, 662-841-6440.
6. Participation in Special Events (Public or Private) is permitted only with written permission of the event organizer at events permitted by the City of Tupelo Convention and Visitors Bureau.
7. Mobile Vendors may not operate on private property in the Mixed Use Downtown zoning district
8. Mobile vendors may not park in any permitted location in excess of five (5) hours, past 1:00am, or overnight. Mobile vendors locating beyond these times are considered an accessory use, requiring a commercial construction application for building review to site permanently on private property.
9. Grease **may not** be disposed of in wastewater, storm water, sewer utilities, tree pits, sidewalks, streets, other public places, or unpermitted private locations.
10. Mobile vending vehicles must be attended at all times
11. Vending may occur only on the side of the vehicle facing away from the street.
12. Mobile vending vehicles may not be locked or attached to trees, garbage receptacles, or street furniture.
13. Structures, canopies, tables, chairs, or signage not attached to the mobile vending vehicle may not be utilized in a way that would obstruct free and safe passage for pedestrians or ingress or egress of any business, entrance, or exit.
14. Mobile vendors are responsible for all waste and trash removal and must maintain the area within 15 ft of the operation to be kept clear of all grease and refuse associated with the operation.
15. Mobile vendors must have self-contained utilities and are not permitted to utilize the City’s public or any private utilities.
16. No speakers, noise production devices, or sound applications are permitted. Generators must adhere to noise ordinances
17. No sales or service of alcohol is permitted by mobile vendors on public property except as permitted by State law and City Ordinances. Private location operations should consult the Mississippi Alcohol and Beverage Commission.
18. 7% sales tax is required by the State of Mississippi. Mobile vendors are required to pay an additional one quarter (.25%) percent water district sales tax. Permitted food preparation vehicles are required to pay an additional two percent (2%) tax required for all food providers in the City of Tupelo.
19. Privilege license must be acquired with the City of Tupelo after acquiring a Mobile Vendor Permit