



Instructions for Application for Food Trucks & Mobile Food Vendors

**** Please allow for up to one week after submission of application for receipt of license. ****

Items needed for application:

- Completed City Application Form with payment for license:
 - \$100 - Annual License
 - \$25/day - Event (Max. 3 Days)
- Informed Consent Form (Background Check) – First-Time Applicants Only
 - Copy of Driver's License
- Certificate of Insurance information including:
 - Insurance Provider
 - Policy Number showing coverage of the vehicle
 - Dates of coverage for Insurance Policy
- State Health Department license (copy)



APPLICATION FOR FOOD TRUCKS & MOBILE FOOD VENDORS

(STATE OF MINNESOTA)
(COUNTY OF WATONWAN)
(CITY OF MADELIA)

TO THE CITY COUNCIL OF THE CITY OF MADELIA, MINNESOTA:

_____ hereby makes application for the following
license(s) for a period of _____ months. Beginning _____ and
ending _____, 20____.

_____ MOBILE FOOD TRUCK – ANNUAL \$100.00

_____ MOBILE FOOD TRUCK – PER EVENT (Max. 3 days) \$25.00/day

TOTAL FEES DUES – (Make check payable to **City of Madelia**) \$ _____

This application is made pursuant and subject to all the laws of the state of Minnesota and the ordinances and regulations said City of Madelia applicable thereto. The undersigned affirms that the conditions set forth in the original application remain unchanged.

Signature of Licensee Date

Address City State Zip

Phone Number Email Address

Application must be filed at City Hall, 18 Drew Ave NE, PO Box 158, Madelia, MN 56062
All applications for licenses listed above must be approved by the City Council before a license can be granted.



INFORMED CONSENT FORM Food Trucks & Mobile Food Vendors

The City of Madelia has adopted an Ordinance that requires criminal background checks on all prospective merchants.

This background check is a mandatory part of the permit process.

Name: Last _____ First _____ Middle _____

Maiden, Previous, Alias: _____

Date of Birth: _____ Driver License Number: _____

****Please include a copy of Driver's License.**

I authorize the Madelia Police Department to disclose any criminal history record information to the City of Madelia for the purpose of consideration for a food truck & mobile food vendor permit.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant

Date

You have the following rights under this statute:

1. The right to be informed by the City of Madelia of the BCA's response to the background check and to obtain a copy of the background check report;
2. The right to obtain from the City of Madelia any record that forms the basis for the report;
3. The right to challenge the accuracy and completeness of any information contained in the report;
4. The right to be informed by the City of Madelia if your application has been denied because of the BCA's response.

If the results of the criminal background check do not satisfy the City of Madelia, the parties knowingly and voluntarily agree that no contract was ever created between the City of Madelia and the above signed.