



*Small, Serene, Simply Garnett*

131 W. 5<sup>th</sup> Avenue  
785-448-5496  
[www.simplygarnett.com](http://www.simplygarnett.com)

Food Truck Vendor:

Thank you for your interest in setting up shop in Garnett, we are so excited to have you!

To ensure proper processing we are requesting all documentation and the application fee be completed 2 business days prior to desired setup.

Attached is the application required, in its completion, to obtain a Food Truck License from the City of Garnett.

Once we receive all the required information, we will mail back your certificate which must be displayed to the public while you are operating in Garnett. To ensure approval of your application, please submit all required documentation with this application including annual fee of \$300.00. Failure to include payment with this application may result in denial of licensing.

Documentation can be submitted via email at [tbrewer@garnettks.net](mailto:tbrewer@garnettks.net) or mailed to City of Garnett, P.O. Box H, Garnett, Kansas 66032. If you choose to pay the application fee over the phone by credit card call 785-448-5496.

Sincerely,

Patricia Brewer, CMC  
City Clerk



Small, Serene, Simply Garnett.

# CITY OF GARNETT APPLICATION FOR FOOD TRUCK PERMIT

*Required annually, good for one calendar year.  
Certification will be mailed if approved, and must be visible to public.*

**THE FOLLOWING ITEMS MUST ACCOMPNY THIS APPLICATION:**

- 1.) Copy of Driver's License or State-Issued ID
- 2.) Proof of Insurance (General Liability \$500,000.00+)
- 3.) Vehicle Registration
- 4.) Written Permission from Property Owner

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Kansas Retailer's Sales Tax Number: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Type of Food to be Sold: \_\_\_\_\_

Location where food truck will be parked: \_\_\_\_\_

Dates and hours of operation: \_\_\_\_\_

Type of permit: \_\_\_\_\_ Annual License Plate #: \_\_\_\_\_ Describe Vehicle Used: \_\_\_\_\_  
(if more than one vehicle, please list additional vehicles on an attached sheet)

Has driver's license of any agent been revoked or suspended within the past year?  Yes  No  
If yes, state nature or revocation or suspension: \_\_\_\_\_

Has applicant ever had a Kansas vendor license revoked, suspended, or denied?  Yes  No  
If yes, state nature of revocation, suspension, or denial: \_\_\_\_\_

Has Applicant ever been convicted of a FELONY?  Yes  No  
If yes, state charges, when, and where: \_\_\_\_\_

**ALL OWNERS AND OFFICERS OF THE BUSINESS MUST FILL OUT COMPLETELY:**

Name: \_\_\_\_\_ Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Birthplace (City/State): \_\_\_\_\_

Position w/business: \_\_\_\_\_ Phone: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Additional owners and officers may be listed on attached pages and a list of individuals who are allowed to operate the mobile food unit.

As the Applicant, I do certify this document to be **TRUE** and **FACTUAL**. I will comply with all state and local legislation, under penalty of law. I understand that applying for this permit does not give me the right to operate prior to issuance of a permit and that to do so is a violation of the Garnett City Code and may result in my prosecution. I understand it is my responsibility to obtain all applicable state and local approvals necessary to operate in the City of Garnett. I understand that this permit is only valid through the current calendar year and that it is my responsibility to renew before it expires on December 31.

I agree to defend, indemnify, and hold harmless the City of Garnett, its officials, officers, employees, and agents against any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the license, its employees, its subcontractors and anyone for whose acts or omissions they may be liable, arising out of the licensee's use or occupancy of the public street, highway or public parking space.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**License expires as of December 31<sup>st</sup> of each year.**

**Application Fee: \$300.00**

**All fees are due at the time application is submitted and will not be refunded or prorated.**

**Please provide the following information for anyone expected to work on the food truck while in Garnett, Kansas.**

Name: \_\_\_\_\_ Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Position w/business: \_\_\_\_\_ Phone: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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Name: \_\_\_\_\_ Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Position w/business: \_\_\_\_\_ Phone: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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Name: \_\_\_\_\_ Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Position w/business: \_\_\_\_\_ Phone: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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Name: \_\_\_\_\_ Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Position w/business: \_\_\_\_\_ Phone: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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Name: \_\_\_\_\_ Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Position w/business: \_\_\_\_\_ Phone: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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Name: \_\_\_\_\_ Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Position w/business: \_\_\_\_\_ Phone: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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***This Portion for Clerk's Use Only***

\_\_\_ Paid

\_\_\_ Approved      \_\_\_ Denied      Denial Reason: \_\_\_\_\_

\_\_\_ Permit Mailed to Applicant      License Number: GAR-\_\_\_\_\_

\_\_\_ Posted on Website

\_\_\_\_\_  
Departmental Signature

\_\_\_\_\_  
Date

ORDINANCE NO. 4212

=====  
AN ORDINANCE REGULATING THE SALE OF FOOD AND BEVERAGE FROM MOBILE  
UNITS; REQUIRING AN ANNUAL LICENSE; DECLARING ALL VIOLATIONS OF  
THIS ORDINANCE A MISDEMEANOR AND PROVIDING PENALTIES FOR SUCH  
VIOLATION.  
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BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GARNETT,  
KANSAS:

SECTION 1: MOBILE FOOD VENDOR'S LICENSE REQUIRED. (A)  
"Mobile Food Unit" shall mean any self-contained vehicle,  
trailer, cart or other type of conveyance or vehicle from which  
there is offered for sale food, beverage or either.

(B) "Mobile Food Vendor" shall mean any person, corporation,  
association or other entity, however organized, who shall operate  
or oversee, manage or direct the operation of a "Mobile Food  
Unit".

(C) No Mobile Food Vendor shall operate a Mobile Food Unit  
within the City of Garnett, Kansas, unless such Mobile Food  
Vendor shall have possess a valid Mobile Food Vendor license  
issued by the City Clerk of Garnett, Kansas, for the current  
calendar year. Such license shall at all times be displayed in a  
prominent place on the Mobile Food Unit. Such license shall be  
personal to the applicant and shall not be transferable or  
subject to assignment.

SECTION 2: MOBILE FOOD VENDOR APPLICATION FOR LICENSE;  
ANNUAL FEE REQUIRED. (A) Application for a Mobile Food Vendor  
license shall be made to the City Clerk on a form supplied by the  
City. All statements made by the applicant on such application  
form shall be made under penalty of perjury. Such application  
form shall include (but not limited to) the following  
information:

- (1) Applicant's full, legal name, date and place of birth,  
and social security number.
- (2) Applicant's permanent address, business mailing  
address, business (and if different, personal)  
telephone number, and e-mail address, if applicant has  
one.
- (3) A copy of applicant's government-issued photo  
identification.
- (4) Brief description of the nature of the business and the  
food or beverage to be offered for sale; applicant's  
Kansas retailer's sale tax number; and a copy of  
applicant's Kansas license for food service operation,  
if required.
- (5) Evidence of general liability insurance covering  
applicant's operations of the Mobile Food Unit in the

amount of \$500,000.00, or more.

- (6) A statement indication whether or not applicant has had a Mobile Food Vendor's license, or any similar license, revoked within the preceding two years.

The fee for such license shall be \$ 300.00 per year. All licenses shall be issued for the calendar year or the remainder thereof following application date, expiring on December 31st of each year. There shall be no pro-ration of such fee nor shall such fee be refunded for any reason, including denial of an application or revocation of such license.

(B) The application shall be granted and the City Clerk shall issue the required license, unless the City Clerk finds one of the following to exist:

1. The application is incomplete, including failure to pay the required application fee in full.
2. The application contains a material misrepresentation or materially false statement.
3. The applicant has had a Mobile Food Vendor's license revoked by the issuing authority thereof within two years immediately preceding the date of application.

Written notice of denial shall be mailed to applicant at the address on such application. The notice shall state the basis for the denial.

### SECTION 3: MOBILE FOOD UNIT STANDARDS OF OPERATION AND RESTRICTIONS.

(A) All Mobile Food Units shall be maintained in good, operable and sanitary condition and shall at all times be capable of being moved.

(B) All Mobile Food Units, unless completely self-contained, shall be located in close proximity to and shall be connected safely to electricity and other necessary utilities, such that they do not pose a threat to the public, health, welfare and safety.

(C) Signage for all Mobile Food Units shall be limited to those that can be mounted or incorporated on the Mobile Food Unit itself. No sign shall exceed the dimensions of the Mobile Food Unit by more than one foot in any direction. No flashing signs shall be permitted. Illuminated signs are permitted, but only when the unit is stationary and when the unit is in operation. Any sign within 500 feet of any traffic signal shall not emit or display a green, amber or red light. When any sign is illuminated by a light or lights reflected upon it, direct rays of such light or lights shall not beam upon any residential building or into any residential neighborhood or street.

(D) Mobile Food Units' operations:

1. Shall be restricted to improved surfaces within Garnett Zones B-1 (Business-General District), B-2 (Business-Central District), O-I (Office-Institutional District) and I-1 (Light Industrial District).
2. Shall not operate from or offer for sale any merchandise while located upon a public right of way.
3. Shall operate from private property only with the express permission of the property owner and shall not operate from any unoccupied or vacant lot.
4. Shall be limited to two units at the same time on a single property and to three hours per day at any one location.

SECTION 4: MOBILE FOOD VENDOR LICENSE REVOCATION. (A) The City Clerk may revoke any Mobile Food Vendor's license for any one of the following reasons:

1. Fraud, misrepresentation or false statement in the application.
2. Any violation of the provisions of Kansas law or the provisions of this ordinance.
3. Conducting a licensed activity in an unlawful manner, in a manner that disturbs the peace, or in a manner that is injurious to the health, safety or welfare of the residents of the City of Garnett.
4. Unauthorized use of a public right of way or any other violation of the Municipal Code of Garnett.
5. Revocation of licensee's Kansas Food Service license or revocation of licensee's Kansas Sales Tax registration or failure to remit collected sales taxes to the Kansas Department of Revenue.

(B) Written notice of revocation shall be mailed to the licensee at the address on the application. The notice shall state the basis for the revocation.

SECTION 5: MOBILE FOOD VENDOR LICENSE EXCEPTIONS. The provisions of this ordinance shall not apply to vendors selling at the Garnett Farmer's Market or to vendors selling at a City approved event. Such events shall include those events sanctioned by written agreement of the City of Garnett. The sanctioning agreement may, but is not required to, address special conditions upon which Mobile Food Units may operate. Such special conditions may include limitations on operation including prohibiting all operations during the sanctioned event.

SECTION 6: VIOLATION OF THIS ORDINANCE A MISDEMEANOR. Operating as a Mobile Food Vendor without a license shall be a misdemeanor. Violation of any of the other provisions of this ordinance is a misdemeanor. Any person upon being found guilty of such violation shall be subject to a fine of not less than Five Hundred Dollars (\$500.00) nor more than One Thousand Dollars

(\$1,000.00); and for a second or subsequent conviction in three years, in addition to such fine, 30 days confinement in the Anderson County jail.

SECTION 7: EFFECTIVE DATE. This ordinance shall take effect and be in force upon passage and publication in an official city newspaper.

PASSED this 9th day of June, 2020.

Bryette Beckner Hess  
Mayor

ATTEST:

Javis Wilson  
City Clerk

