



# FOOD CART PERMIT

City of Hubbard, [www.cityofhubbard.org](http://www.cityofhubbard.org)  
3720 2<sup>nd</sup> Street / PO BOX 380 Hubbard, OR 97032  
(503) 981-9633, Fax (503) 981- 8743  
City Hall Hours: Mon-Thurs 7:00am – 5:30pm, Closed Fri

To Be Filled Out by Staff

DATE: \_\_\_\_\_

FEE: \_\_\_\_\_

RECEIPT NO.: \_\_\_\_\_

NEW or RENEW

**APPLICANT / FOOD CART OPERATOR** NAME: \_\_\_\_\_

I AM THE (CHECK ALL THAT APPLY):  FOOD CART OWNER  FOOD CART OPERATOR

MAIL ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**FOOD CART OWNER** (IF DIFFERENT THAN ABOVE) NAME: \_\_\_\_\_

MAIL ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**FOOD CART** NAME: \_\_\_\_\_

DBA BUSINESS NAME (IF DIFFERENT THAN ABOVE): \_\_\_\_\_

ADDITIONAL CONTACT PERSON FOR FOOD CART, NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

DESCRIPTION OF PRODUCTS SOLD: \_\_\_\_\_

DESCRIPTION OF FOOD CART (TRUCK/TRAILER, MODEL): \_\_\_\_\_

SIZE: \_\_\_\_\_ PLATE #: \_\_\_\_\_

**PROPERTY** ADDRESS: \_\_\_\_\_ TAX LOT: \_\_\_\_\_ ZONE: \_\_\_\_\_

**HOST BUSINESS:** \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

BUSINESS MAIL ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PROPERTY OWNER** NAME: \_\_\_\_\_

MAIL ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

### **APPLICATION SUBMITTAL CHECKLIST:**

- Completed Food Cart Permit application form with all required signatures.
- Food Cart Permit annual fee of \$250.
- Site Plan (does not need to be submitted by an engineer or architect) indicating the following: property boundaries, permanent building footprint, driveway, streets, parking lot, food cart dimensions, setbacks from buildings in feet, setbacks from property boundaries in feet, size and route of water connection, size and route of power connection, total footprint of food cart, number of striped parking spaces proposed to occupy, edge of pavement.
- Photograph(s) of food cart.
- Copy of signed agreement with host business regarding shared restrooms and any utilities.
- Copies of all related permits: Marion County Environmental Health, Food Handlers, DMV, etc.
- Copy of City of Hubbard paid business registration.

DESCRIPTION OF COOKING EQUIPMENT:

DESCRIPTION OF PROPANE TANKS: HOW MANY, HOW AND WHERE EXTRA TANKS ARE STORED:

DESCRIPTION OF AMENITIES IN FOOTPRINT (SEATING, TRASH CANS, FENCING, EXTENSION CORDS, HOSES, CANOPIES, ETC.)

DESCRIPTION OF SIGNAGE:

DESCRIPTION OF WASTEWATER DISPOSAL METHOD:

## SIGNATURES REQUIRED

### APPLICANT/FOOD CART OPERATOR:

BY SIGNING THIS FOOD CART PERMIT FORM, I CERTIFY THAT I HAVE RECEIVED AND REVIEWED THE HUBBARD MUNICIPAL CODE (HMC) CHAPTER 5.15 FOOD CARTS. I UNDERSTAND THAT I AM RESPONSIBLE FOR COMPLIANCE WITH THIS SECTION OF THE HMC AT ALL TIMES.

\_\_\_\_\_  
APPLICANT / FOOD CART OPERATOR SIGNATURE

\_\_\_\_\_  
DATE

### FOOD CART OWNER: (IF DIFFERENT THAN APPLICANT/OPERATOR ABOVE)

BY SIGNING THIS FOOD CART PERMIT FORM, I CERTIFY THAT I HAVE RECEIVED AND REVIEWED THE HUBBARD MUNICIPAL CODE (HMC) CHAPTER 5.15 FOOD CARTS. I UNDERSTAND THAT I AM RESPONSIBLE FOR COMPLIANCE WITH THIS SECTION OF THE HMC AT ALL TIMES.

\_\_\_\_\_  
FOOD CART OWNER SIGNATURE

\_\_\_\_\_  
DATE

### HOST BUSINESS:

BY SIGNING THIS FOOD CART PERMIT FORM, I CERTIFY THAT I HAVE RECEIVED AND REVIEWED THE HUBBARD MUNICIPAL CODE (HMC) CHAPTER 5.15 FOOD CARTS. I AGREE TO PROVIDE THE FOOD CART LISTED ON PAGE ONE OF THIS FORM THE FOLLOWING SERVICES (CHECK ALL THAT APPLY):

- BATHROOM & HANDWASHING FACILITIES FOR EMPLOYEES AND CUSTOMERS

DAYS AND HOURS FOR THE ABOVE: \_\_\_\_\_

- WATER. DETAILS: \_\_\_\_\_

- POWER. DETAILS: \_\_\_\_\_

- PARKING. DETAILS: \_\_\_\_\_

- ACCESS TO DUMPSTER. DETAILS: \_\_\_\_\_

- OTHER. DETAILS: \_\_\_\_\_

\_\_\_\_\_  
HOST BUSINESS SIGNATURE

\_\_\_\_\_  
DATE

### PROPERTY OWNER:

BY SIGNING THIS FOOD CART PERMIT FORM, I CERTIFY THAT I HAVE RECEIVED AND REVIEWED THE HUBBARD MUNICIPAL CODE (HMC) CHAPTER 5.15 FOOD CARTS. I GIVE MY PERMISSION FOR THE FOOD CART APPLICANT TO OPERATE ON THE PROPERTY DESCRIBED ON PAGE ONE, WHICH I OWN:

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE