



---

# TOWN OF ENFIELD

## Town of Enfield Business Opportunity Mobile Food Vendor Permitting Process and Application

### GETTING STARTED

---

To operate a Mobile Food Vendor Operation in the Town of Enfield, please use the following steps to help you get started.

**STEP 1: Select from among these locations where you will conduct your business.**

***Locations must be determined to issue Daily Vendor Permit (see Step 5 below):***

- Enfield Town Hall parking lot: 820 Enfield Street
- South Street public parking Lot: Corner of Pearl and South Street
- Barnes Boat Launch parking lot: 12 South River Street
- Freshwater Pond Park: (On-street, south side of North Main Street only)
- Brainerd Park parking lot: 133 Brainard Road
- Hazardville Park (On-street parking, east side of School Street only)
- Powder Hollow Park parking lot: End of Dust House Road
- Green Manorville Park parking lot: 198 Taylor Road
- Enfield Central Library parking lot: 104 Middle Road

**STEP 2: Secure a Food Service License from the North Central District Health Department (for information, please call: 860.745.0383). *Fee information on the NCDHD Application.***

**STEP 3: Complete a Background Check (requires fingerprint) from the Records Division of the Enfield Police Department (for information, please call: 860.763.8922). Hours of operation: Monday thru Friday 8:00 A.M. to 3:30 P.M. The background check is valid for one year.**

**STEP 4: Secure a Mobile Food Vendor Permit from the Town of Enfield Building Inspections Division, located at 820 Enfield Street, Enfield, CT 06082. Hours of operation: Monday thru Friday 8:00 A.M. to 5:00 P.M. *Fee information on reverse.***

**STEP 5: Secure a Daily Vendor Permit from the Town Clerk. *Permits may not be issued without your Mobile Food Vendor Change, and background check.* The Town Clerk is located at Town Hall and is open from 9:00 A.M. to 5:00 P.M. Phone: 860.253.6440. *Fee information on reverse.***

# TOWN OF ENFIELD MOBILE FOOD VENDORS

## WHAT IT COSTS

---

There are fees for the health department license, mobile food vendor permit, and daily vending permits. The charges for these depends on whether your business is local (registered in the Town of Enfield).

### HEALTH DEPARTMENT LICENSE

For licensing information and fees, please contact the North Central Connecticut Department of Health at **860.745.0383** or, visit their website: <http://www.ncdhd.org/food-service-licensing>

### MOBILE FOOD VENDOR PERMIT

- Local vendors, licensed to operate in the Town of Enfield: No Charge
- Out of Town Operators whose mobile food vending vehicle(s), or trailer(s), are not registered in the Town of Enfield, Connecticut, or who do not already maintain a duly licensed food service establishment within the Town of Enfield, Connecticut: \$50

### DAILY VENDOR PERMIT

- Operators whose registered commercial kitchen is addressed in Enfield, per their North Central-District Health Department mobile food license, shall be \$10 for each requested daypart.
- The Daily Vendor Permit fee for all other vendors requesting a vending location shall be \$20 for each day part.

## THE SMALL PRINT

---

The following rules and regulations apply about the issuance of a Daily Vendor Permit:

1. Unless otherwise specified on the Daily Vending Permit, a permitted vendor shall be authorized to vend during one of the following permitted day-parts, *7 am to 2 pm, or 2 pm to 9 pm.*
2. Vendors shall not mobilize more than one (1) hour before the permitted vending period, nor remain mobilized more than one (1) hour after vending period.
3. Daily Vendor Permits *may* be purchased up to *thirty (30) days* in advance.
4. *Two (2) Daily Vendor Permits for each vending daypart may be issued to each Vending Location listed in this section for each day.* Availability shall be subject to black-out dates or other restrictions or conditions for the locations which the Town may identify in advance.
5. Vending locations and daily permits are subject to closure, cancellation, or removal from the approved list due to weather conditions, or other factors.
6. A Daily Vendor Permit cancelled due to weather shall be reissued for a different date.
7. Daily Vendor Permits are non-refundable, non-transferable, and non-assignable.

# TOWN OF ENFIELD MOBILE FOOD VENDORS

## DEPARTMENT OF DEVELOPMENT SERVICES MOBILE FOOD VENDOR PERMIT APPLICATION

Return the completed application to us in person with your payment. Please confirm Town Hall hours of operation by visiting [www.enfield.org](http://www.enfield.org) or call us at: **860.253.6370**. Successful Mobile Food Vendor Permit applications will be issued within 3 business days. If an application is approved or approved with conditions, a Mobile Food Vendor Permit shall be issued. The Permit shall be valid for a period of 365 days from the date of issuance.

Application must include:

1. The variety and types of items to be sold.
2. The days and hours of operation.
3. Your name, address, preferred phone number and email address.

Please ensure the following information is included with your application:

1. A copy (or copies) of a valid motor vehicle operator's license for everyone that may operate the mobile vending vehicle or trailer.
2. A copy of their current vehicle's (and trailer when appropriate) motor vehicle registration as well as proof of current insurance.
3. A color photograph of the vehicle(s) or trailer(s) subject to the Mobile Food Vendor License application.
4. A copy of a valid Food Service License from the North Central District Health Department.
5. A copy of a valid Connecticut Sales and Use Tax Permit.

<b>Section 1: Business Information *</b>					
Business Name					
Business Address					
City		State		Zip	
Business Phone					
Business Type	(Check one)	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	
<b>Section 2: Applicant Information *</b>					
Name					
Home Address					
City		State		Zip	
Phone					
Date of Birth					
<b>Section 3: Type of Mobile Vending Unit Information</b>					
Item(s) to be sold					
<i>Please Note: Attach a photo of Mobile Vending Unit</i>					
<b>List License Plate No. &amp; Registration Information of any</b>					

# TOWN OF ENFIELD MOBILE FOOD VENDORS

<b>READ CAREFULLY BEFORE SIGNING</b>	
<p>I declare, under penalty of perjury, that the statements in this application, and all attachments to and documents submitted with this application, are true, correct and complete to the best of my knowledge.</p> <p>I understand and acknowledge that any information contained herein or submitted as a part of this application that is found to be false or misleading may result in this application being denied, or any Permit granted pursuant to this application, suspended, or revoked, in addition to possible filing of applicable criminal charges.</p> <p>I also acknowledge that it is my responsibility to become familiar, and comply, with the provisions of Chapter 58, Article II, and Section 35 of the Town Code.</p>	
Signature of Applicant:	Date:

**Applications should be submitted to**

Town of Enfield  
 Department of Development Services  
 Building Inspections Division  
 820 Enfield Street (2<sup>nd</sup> Floor)  
 Enfield, CT 06082

<b>Office Use Only</b>			
Date Received:		Control #:	
Receipt #			
Date Issued:		License #	
Out-of-Town Applicant Fee Paid			

*Please note: Based on the review of the application and other relevant factors as referenced above, the Town may deny issuing a Mobile Food Vendor Permit to an applicant or issue a permit with reasonable conditions if the Town determines that issuing a permit or unconditioned permit would create conditions in violation of these rules and regulations.*