

Mobile Food Truck Guide



A Guide to Operating a Successful Mobile Food Vendor Business in the City of Waynesville



*Prepared by
The Office of the City Clerk
City of Waynesville*

2021 Edition

100 Tremont Center
Waynesville, MO. 65583

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Whether this is your first business or you are a Veteran Owner, knowing the ins and outs of conducting business in Waynesville will guarantee your success.

Looking for a great place to start your business? Look no further than the City of Waynesville!



Introduction

The regulations that apply to Land Use and the conduct of commercial business within the City of Waynesville, were crafted during the time of "brick-and-mortar" businesses . As a result, it can be difficult to apply these regulations to businesses that are mobile and/or temporary in nature. This guide was produced in order to help mobile food vendors navigate those regulations so you are able to focus more on the customer side of your business.

Mobile food vendors who wish to operate lawfully in the City of Waynesville (and avoid the burden and penalties associated with operating unlawfully) should consult this guide prior to operating at any particular location

Purpose and Intent

This document is, like all regulatory products of the City, primarily purposed to promote the health and safety of the public while also adequately preserving the liberty necessary to promote economic development and prosperity.

In addition to promoting the operation and success of entrepreneurial mobile food vendors, this document is meant to bring greater awareness and understanding of the regulations pertaining to this activity to protect against food borne illness, illicit wastewater discharge, trespass of private property, traffic safety, spread of disease and fire and electrical hazards. Additionally, this document serves the purpose of facilitating the efficient and timely collection of taxes from taxable sales.



WHAT ARE THE BASIC REQUIREMENTS FOR A CITY BUSINESS LICENSE?

Regardless of location or timeframe, every Mobile Food Vendor must meet the following requirements:

Valid County Permit

Every Mobile Food Vendor must have a current and valid license and/or permit to serve food from the Pulaski County Health Department.

Location Permission

If locating on private property, express permission from the owner of the property is needed in order to conduct business. If locating on City owned property, the appropriate parking permit is required.

Meet Zoning Requirements

Must be located within a properly zoned area. Zoning maps are available upon request or can be found on the City's website at www.waynesvillemo.org.

Safety

Must have access to a lavatory and hand washing facilities or must be able to provide proper hand sanitation for customers. Must have access to proper fire suppression equipment.



Be sure to check the City's website in regards to all documentation that may be required to begin your business.

Parking

Access to adequate parking is a must. Be sure to note ahead of time how much parking you may have not only patrons, but for

Utilities

If you're needing electric service at the your site, authorization must be obtained from the property owner, or in the case of City Property, a parking permit to include electric service, must be obtained before serving the public.

All wastewater must be discharged in accordance with all local, state and federal regulations.

Most importantly is to apply for and obtain your City of Waynesville Business License. Applications can be found online at www.waynesvillemo.org or at City Hall located at 100 Tremont Center.



Things to Consider...

- You've picked the perfect spot, is your location in the right Zoning District? Have you obtained permission to park there or the correct permits to do so?
- You need to advertise, have you checked with Building Officials on the placement of signs?
- You need to get the word out, have you touched base with the Chamber of Commerce or the Tourism Bureau of Pulaski County?

Mobile Food Vendor Regulations

Mobile Food Vendors must understand they are subject to the applicable regulations of both State and Federal agencies. Also, requirements of the Pulaski County Health Department must be met in order to begin your business.

Certain building codes may be required when it pertains to Mobile Food Vendors. Be sure to check with the City's Building Officials to make sure you are in compliance with City Code.

If you have any questions regarding City Ordinances, please feel free to contact the City Clerk's Office at (573) 774-6171 or by email at cityclerk@waynesvillemo.org.





Fees & Parking Permits

Business License Fees are determined by the size of the vehicle you use for your business. Listed below are the current fees charged by the City:

Roadside Vendor (Fresh Produce)	\$25.00 per/season
Mobile Food Cart	\$30.00
Mobile Food Truck (1/2 ton to 1 1/2 ton)	\$50.00
Mobile Food Truck (1 1/2 Truck and over)	\$75.00

Parking Permits

Vendors can rent space in the Roubidoux Park and other City owned properties. Space is available on a first come first served basis:

Per Day	\$25.00
Weekly	\$150.00
Monthly	\$500.00

Permits are for one location only.

Electric service can be provided at some locations for an additional \$10.00 per day.

Roubidoux Rental Spaces

Shown below are some of the spaces that are available to rent in the City's Roubidoux Park. Lots that offer electric service are marked with a red dot.



***Vendors who are not stationary and move through the Park do not need to rent space.**

Additional rental space is available in other areas of the City. For more information on these locations, contact City Hall at (573) 774-6171

Resources and Contact Guide



Resources

Department of Revenue: dor.mo.gov

Department of Health & Senior Services:
health.mo.gov

Secretary of State: sos.mo.gov

Chamber of Commerce:

<http://www.waynesville-strobertchamber.com/>

Tourism Bureau: <https://visitpulaskicounty.org/>

Contacts

City Clerk :

cityclerk@waynesvillemo.org

Building Official:

building2@waynesvillemo.org

Pulaski County Health Department:

(573) 736-2217



