

**TRANSIENT MERCHANT** (Mobile Food Unit)

Office of the City Clerk

City of Robbinsdale

**LICENSE APPLICATION**

\$25 per location/site review

\$25/vendor

I, \_\_\_\_\_, hereby make application for a Transient Merchant License, subject to provisions of City Ordinances, Section 1120. I do hereby swear that the answers and statements, and any attached information set forth by me in this application are true.

The City Ordinance requires that the data requested in this application must be submitted in order for the City to determine your eligibility for the license. Refusal to provide the data may result in an automatic denial of the requested license. The data provided shall be classified in accordance with the Minnesota Government Data Practices Act. The data provided shall be reviewed by the Chief of Police who shall then submit a recommendation for approval or denial, based upon the applicant's eligibility as determined by the provisions of the licensing ordinance. Access to the data provided shall be by officials and employees of the City engaged in administering or monitoring the provisions of the licensing ordinance; and also as allowed for by the Minnesota Government Data Practices Act.

**PLEASE PRINT OR TYPE YOUR RESPONSES**

(Provide in full the first, middle and last names where requested)

Applicant's Full Name (NO initials or nicknames)		Trade Name or DBA	
Business Address		City	State                      Zip
Driver's License No./State Issued	Date of Birth	Residence Phone No.	Business Phone No.
Dates: From _____ to _____                      Hours: From _____ to _____			
Description and number of vehicle(s) to be used:			
Description of food to be sold:			
The Licensee must submit all of the following with application: <input type="checkbox"/> Certificate of public liability insurance of not less than \$2,000,000 combined single limit. (Only if on city park property.) <input type="checkbox"/> Minnesota Tax Clearance and Workers' Compensation forms. (Required for all licenses.) <input type="checkbox"/> License fee (non-refundable). <input type="checkbox"/> Proposed location(s) and site plan. <input type="checkbox"/> Safety plan. <input type="checkbox"/> Written approval from property owner where mobile food unit/food truck will be located. <input type="checkbox"/> Copy of current state of Minnesota food license. <input type="checkbox"/> A transient merchant license from Hennepin County is required for <i>out-of-state businesses</i> . The license is good for one year only at the place indicated on the original application. The license fee is \$150. A \$1,000 surety bond is required. The Hennepin County Government Center (300 South 6 <sup>th</sup> Street, Lower Level, Suite A-025, Downtown Minneapolis) is the only location that processes transient merchant licenses. <a href="http://www.co.hennepin.mn.us">www.co.hennepin.mn.us</a> (612-348-8240) <a href="mailto:license.gc@hennepin.us">license.gc@hennepin.us</a>			
<b>** Outside sales on commercial property is not allowed without zoning approval. Outside sales on all other properties are prohibited unless allowed by City Code (such as biannual garage sales). **</b>			

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The City of Robbinsdale distributes general city information and notices through an electronic notification system. As an applicant for a new business license, or renewal of an existing business license, you can sign up to receive notices through the city's electronic notification system on the city's website at [www.robbinsdalemn.com/enews](http://www.robbinsdalemn.com/enews). This would include receiving notifications of any proposed ordinances at least ten days before the City Council of Robbinsdale conducts a final vote on the proposed ordinance.

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**\*\* FOR OFFICE USE ONLY \*\***

Return to the office of the City Clerk, 4100 Lakeview Ave. N., Robbinsdale, MN. Questions should be directed to the office of the City Clerk (763) 531-1255.	
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**RECOMMENDATION OF STAFF** (Initial approval or denial. If denied, note reason.)

City Manager:    \_\_\_\_\_ Approve    \_\_\_\_\_ Deny

Police Chief:    \_\_\_\_\_ Approve    \_\_\_\_\_ Deny

Zoning:           \_\_\_\_\_ Approve    \_\_\_\_\_ Deny

Engineering:     \_\_\_\_\_ Approve    \_\_\_\_\_ Deny

