



City of Clive
1900 NW 114th Street
Clive, Iowa 50325
Phone: 515-223-6220
Fax: 515-457-3091
Web: www.cityofclive.com

MOBILE FOOD UNIT PERMIT APPLICATION

Please complete this form and submit it along with applicable fees, photographs of mobile food unit, and copy of Iowa Department of Inspection and Appeals Inspection Certificate. Completed Mobile Food Unit Permit Applications should be submitted to the Clive City Clerk's Office, which is located at Clive City Hall, 1900 NW 114th Street, Clive, Iowa, 50325. Class III and Class IV state license units, please note that section #5 of this application is to be completed by the Clive Fire Marshal and that this must be done prior to submission of this application to the City Clerk's Office.

1. Business Information

Business Name: _____
Owner/Applicant Name: _____ Date of Birth: _____
Business Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Mobile Phone: _____
Email: _____

2. Mobile Food Unit

Make: _____ Model: _____ Year: _____

Overall Size, Length: _____ Width: _____ Plate: _____

Description of the kitchen facilities, cooking facilities, preparation area, and safety features (such as, but not limited to suppression system) of the mobile food unit: _____

*** Photographs of the mobile food unit from the front, side and back must be submitted with this application.**

3. State IA Inspection Information

Iowa Department of Inspection and Appeals Inspection Certificate # _____

***Copy of certificate must be attached to this application**

State IA License Level Classification (check one):

_____ **Class I** – Non-refrigerated vending units that serve only intact, non-potentially hazardous commercially prepackaged food and beverages.

_____ **Class II** – Refrigerated or Hot vending units that serve potentially and non-potentially hazardous commercially prepackaged foods from an approved source. No cooking is allowed as part of a Class II unit.

_____ **Class III** – Units that serve potentially and non-potentially hazardous packaged food and unpackaged foods with limited assembly. These units are limited to pre-cooked foods from an approved source that may be reheated on the unit.

_____ **Class IV** – Units that serve potentially and non-potentially hazardous foods that are prepared, cooked, cooled or reheated and assembled on the unit.

4. Fire Inspection – Applicable to Class III and Class IV state license units only

All mobile food units that have cooking facilities or use products with grease laden vapors, (Class III and Class IV state licenses) shall be inspected by the Fire Department prior to initiation of business operations within the city. Inspections are required annually and prior to issuance of a mobile food vending license. It shall be the obligation of the mobile food vendor to schedule the inspection with the fire department. Class I and II state license classifications are not required to meet this inspection requirement.

To schedule your inspection, please call 223-1595.

*Bring this application with you to your inspection

5. TO BE COMPLETED BY CLIVE FIRE MARSHAL – Applicable to Class III and Class IV state license units only

Date of Inspection: _____

Inspection Number: _____

_____ Fee Due Upon Submission of Application

_____ Fee Waived (applicant provided a satisfactory certificate of inspection from another jurisdiction)

Signature of Fire Marshal or Designee

6. Fee Table to calculate your application fee

Standard Mobile Food Unit License Fee	\$100.00	
Restricted Mobile Food Unit License Fee - Fresh Raw Produce Sales Only	\$50.00	
Class III and IV Mobile Food Unit Fire Inspection	\$70.00	
	Total	

I hereby certify the above statements are true and correct, to the best of my knowledge, and that false statement(s) may be grounds for denial of this application or any resulting permit. It is understood that the activities related to mobile food vending shall comply with all applicable City ordinances, including but not limited to Clive Code Title 4, Chapter 3: Solicitors and Mobile Food Units.

Applicant Name (please print)

Signature

Date