

City of Knoxville

Permit Application for Mobile Food Unit

400 West Main Street • Suite 655-D • Knoxville, TN 37902 • (865) 215-2543



NOTE: This application must be filled out completely. Application for a permit does not guarantee that a permit will be granted. Application approval is based upon compliance of the Mobile Food Unit (MFU) with state and local health requirements and City of Knoxville ordinances governing MFU operation.

Business Name		
MFU Name		
MFU Owner	Owner Phone	
Owner Street Address		
City, State, Zip	Owner Email	
MFU Operator	Operator Phone	
Address for Grease Trap Disposal		
City Business License Number	County Business License Number	
TN Department of Health License Number		
KUB Grease Control Program Permit Number <input type="checkbox"/> Check here to certify that you have contacted KUB, and KUB determined that you do not need to participate in the Grease Control Program. The City of Knoxville reserves the right to verify this certification.		
Applicant's Driver License Number (list state if not TN) <i>Please attach to this application copies of the driver licenses of all drivers of the MFU.</i>		
Type of Vehicle	<input type="checkbox"/> Truck <input type="checkbox"/> Other (specify)	Please attach a color photo of the vehicle.
Vehicle Make	Model	Year
Vehicle Weight <i>If weight exceeds 26,000 lbs., a Commercial Driver License is required.</i>	Vehicle License Plate Number <i>Please attach copy of registration. List state if not TN</i>	
Will the MFU use a deep fryer or flat top griddle for food preparation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will propane be used on the MFU?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the MFU equipped to use shore power?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the MFU operate in Zones in the public right-of-way?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Applicable Fee: **Annual Permit** (valid for one year)—\$200
 Temporary Permit (valid for single event, not to exceed 3 consecutive days)—\$75
 Renewal Application (application must be made within 5 days of expiration)—\$50
 If this is a Renewal Application, please check here if changes have been made to the MFU since its last inspection by the City of Knoxville.

A Mobile Food Unit CANNOT operate in the City of Knoxville unless the MFU has a valid Mobile Food Unit Permit issued by the City and complies with all applicable laws and regulations.

I certify that all information in this application and the required documents is accurate to the best of my knowledge. I agree to comply with the City of Knoxville regulations regarding MFUs. I understand that if any changes are made to the information included in this application, I should notify the Office of Policy & Strategic Projects.

Signature of Applicant

Printed Name of Applicant

Required Documents Checklist

This page is for reference only.

Additional documents or information may be required by the Office of Business Support.

Required Item	Applicant/Vendor	Staff
Copy of City and County business licenses	<input type="checkbox"/>	<input type="checkbox"/>
Copy of TN Department of Health license	<input type="checkbox"/>	<input type="checkbox"/>
Copy of driver license(s) and vehicle registration	<input type="checkbox"/>	<input type="checkbox"/>
COK Fire Department Inspection Report (To be completed after submission of application)	--	<input type="checkbox"/>
COK Electrical Inspection Report (To be completed after submission of application)	--	<input type="checkbox"/>
Permit Fee payable to the City of Knoxville	<input type="checkbox"/>	<input type="checkbox"/>
Commercial General and Umbrella Liability Insurance and endorsements ¹	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Liability Insurance and endorsements ¹	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation Insurance and endorsements ¹	<input type="checkbox"/>	<input type="checkbox"/>
Signed Indemnification Agreement ²	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledgement of Stormwater Best Management Practices (BMP) ³	<input type="checkbox"/>	<input type="checkbox"/>
Color Photo of Vehicle	<input type="checkbox"/>	<input type="checkbox"/>

¹ Specific insurance requirements can be found on the following page.

² The Indemnification Agreement is enclosed in this Application packet and must be signed prior to submitting the Application.

³ The Stormwater BMP is enclosed in this Application packet. By submitting the Application, you are acknowledging that you have reviewed and will comply with the BMP.

Office Use Only

Date of Receipt of Application:

Permit Number:

Issue Date:

City of Knoxville Insurance Requirements for Mobile Food Units

Any Vendor or applicant for a MFU Permit shall maintain insurance policies as required below. All insurance must be underwritten by insurers with an A.M. Best rating of A-VIII or better. Copies of such insurance policies shall be filed with the Office of Business Support. If the policy of insurance required by this section lapses for any reason, the Permit issued shall become void.

- ❑ **Commercial General and Umbrella Liability Insurance.** Occurrence version commercial general liability insurance, and if necessary umbrella liability insurance, with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury, property damage, and products and completed operations. If such insurance contains a general aggregate limit, it shall apply separately to operations of the Vendor or be no less than \$2,000,000. Such insurance shall:
 1. Contain or be endorsed to contain a provision that includes the City, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the vendor including food products, materials, parts, or equipment sold, furnished or utilized in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds. Proof of additional insured status up to and including copies of endorsements and/or policy wording will be required.
 2. For any claims related to its operations, Vendor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering the City, its officials, officers, employees, and volunteers shall be excess of Vendor's insurance and shall not contribute with it.

- ❑ **Automobile Liability Insurance.** To include vehicles owned, hired, and non-owned, with a combined single limit of not less than \$1,000,000 each accident. Such insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes the City, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of the Vendor.

- ❑ **Workers' Compensation Insurance;** If applicable, Vendors shall maintain workers' compensation insurance with statutory limits as may be required by the State of Tennessee or other applicable laws and employers' liability insurance with limits of not less than \$500,000.

- ❑ **Other Insurance Requirements.** The Vendor shall:
 1. Prior to commencement of operations, furnish the City with original certificates and amendatory endorsements effecting coverage as required and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to the City Attorney of Knoxville, P.O. Box 1631, Knoxville, Tennessee 37901. Proof of policy provisions regarding notice of cancellation will be required.
 2. Upon the City's request, provide certified copies of endorsements.
 3. Replace certificates and endorsements for any such insurance expiring prior to completion of operations.
 4. Maintain such insurance at all times during its operations. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a violation of these guidelines.
 5. Disclose any deductibles and/or self-insured retentions greater than \$50,000, which must be approved by the City of Knoxville prior to the commencement of services. Use of large deductibles and/or self-insured retentions will require proof of financial ability as determined by the City.
 6. Agree, through its insurer, to waive all rights of subrogation against the City, its officers, officials, and employees for losses arising from the Vendor's operations. Proof of waiver of subrogation up to and including copies of endorsements and/or policy wording will be required.

Agreement of Indemnity For Operation of a Mobile Food Unit

The Mobile Food Vendor operating under the City of Knoxville’s Mobile Food Unit Ordinance, _____ (“the Vendor”), agrees to defend, indemnify and hold harmless the City of Knoxville (“the City”), its officers, employees and agents from and against any and all lawsuits, claims, liabilities, damages, losses, and expenses (including, but not limited to, court costs, reasonable attorney fees, and costs of claim processing, investigation, and litigation) for losses caused in whole or in part by the negligent acts, errors, or omissions of the Vendor in performance of its operations or from the Vendor’s failure to perform its operations using a due and reasonable standard of professional care and skill (“Indemnified Claim”), except where such injury, damage, or loss was caused by the sole negligence of the City, its agents or employees. The amount and type of insurance coverage requirements set forth by the City for Mobile Food Units will in no way be construed as limiting the scope of the indemnity in this section.

The Vendor agrees to assume and take over the defense of the City in any such claim, demand, suit, or cause of action involving an Indemnified Claim upon written notice and demand for same by the City. The Vendor will have the right to defend the City with counsel of its choice that is satisfactory to the City, and the City will provide reasonable cooperation in the defense as the Vendor may request. The Vendor will not consent to the entry of any judgment or enter into any settlement with respect to an Indemnified Claim without the prior written consent of the City, such consent not to be unreasonably withheld or delayed. The City shall have the right to participate in the defense against an Indemnified Claim with counsel of its choice at its own expense.

The Vendor shall save, indemnify, and hold City harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against City with respect to any Indemnified Claim.

The indemnification and hold harmless provisions required by this agreement shall survive termination or expiration of any Permit issued to the Vendor.

Signed on this _____ day of _____, 20_____.

Printed Name _____

Signature _____

By signing your name to this Agreement, you are binding the Mobile Food Vendor listed above and you represent that you have the authority to enter into this Agreement.

City of Knoxville

Fire Department Inspection Report

A City of Knoxville Fire Department inspection must be conducted and passed before any MFU may operate within the City of Knoxville. Inspections are scheduled at the Coliseum at 9:00 am on the first and third Tuesday of every month. A representative from the City of Knoxville will contact you to arrange your required inspection. If you have questions about your inspection or the requirements of the Fire Department, please contact Chip Taylor at (865) 215-2283 or petaylor@knoxvilletn.gov. A copy of this form indicating approval by the Fire Marshal's Office shall be filed with the Plans Review and Inspections Department.

Fire Extinguisher

All MFUs must be equipped with a fire extinguisher with a 2A:10B:C rating. MFUs that produce grease laden vapors (e.g., those units with deep fat fryers or flat top griddles) must be equipped with a Class K fire extinguisher. Depending on the number of fryers, more than one Class K fire extinguisher may be required. Any required fire extinguisher must be inspected and certified annually by a licensed company.

Reference: 2012 International Fire Code, Chapter 9, [Section 904](#).

Ventilation & Hood Suppression System

MFUs that produce grease laden vapors (e.g., those units with deep fat fryers or flat top griddles) must have a Type I ventilation and hood suppression system installed over cooking equipment. Installation and maintenance of the system shall be performed by personnel with a valid mechanical/gas license. After installation, the Fire Marshal's Office will approve the hood system. After installation and approval, the system must be tested or serviced every 6 months.

Reference: 2012 International Fire Code, Chapter 6, [Section 609](#) and [Section 904](#).

Liquid Petroleum/Propane (LP) Cylinders

All LP-gas cylinders shall be limited to 60 pounds. Two 30 pound cylinders may be manifold when equipment is approved by the City in advance. When the project requires a greater amount of LP-gas for a specific appliance, a 100 pound cylinder may be used when approved by the City in advance. All LP-gas containers, whether empty or full, shall be secured in an upright position in such a manner as not to fall over. All MFUs shall be positioned in a manner that will reduce the exposure of the LP-gas cylinder to vehicle impact. "No Smoking" signs approved by the Fire Marshal shall be visible near propane containers.

Reference: 2012 International Fire Code, [Chapter 61](#).

Liquid Petroleum/Propane (LP) Appliances

On all LP-gas appliances, excluding LP-gas cylinders, an inspection sticker valid for 12 months must be displayed indicating that a licensed LP-gas company has inspected the equipment.

COMMENTS FROM FIRE MARSHAL'S OFFICE:

City of Knoxville

Electrical Inspection Report

A City of Knoxville Electrical inspection must be conducted and passed before any MFU may operate within the City of Knoxville. The requirements for MFUs pursuant to the National Electrical Code, the City of Knoxville Electrical Code, and other relevant codes are listed below. Inspections are scheduled at the Coliseum at 9:00 am on the first and third Tuesday of every month. A representative from the City of Knoxville will contact you to arrange your required inspection. If you have questions about your inspection or the requirements of the Electrical Code, please contact Greg Taylor at (865) 215-3285 or gmtaylor@knoxvilletn.gov. A copy of this form indicating approval by an Electrical Inspector shall be filed with the Plans Review and Inspections Department.

Electrical Supply

All power cords must be continuous without splices or damaged insulation; taping is not permitted. All branch circuit wiring and cables must be concealed within walls or ceilings to prevent physical damage. Generators and transfer devices must be suitable for the environment and operate properly to prevent backfeeding. All panels, electrical equipment, and frames of generators and the MFU must be properly bonded to the equipment grounding system.

Reference: 2011 National Electrical Code Articles 250.90, 250.96, 300.4, 400.9, 445.10, 702.5

Appliances

All appliances must have proper cords and attachment caps or other disconnecting means with correct size overcurrent protection. All 120 volt receptacles must be protected by ground-fault circuit interrupters.

Reference: 2011 National Electrical Code Articles 210.8(B), 408.36, 422.11

Health Department Regulations

Any exposed conduits in food prep areas must be washable with smooth surfaces and wet location type fittings. All lamps shall be suitably shielded, coated or otherwise shatter-resistant.

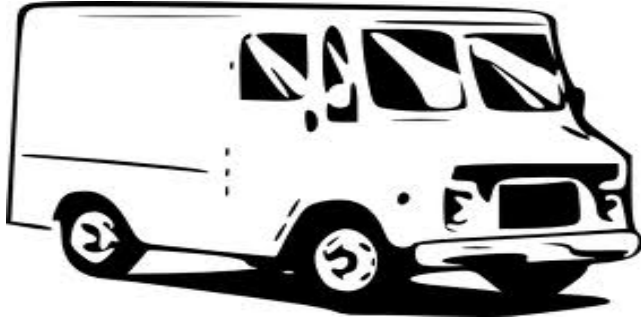
Reference: FDA Food Code 2013 6-101.11, 6-202.11

City of Knoxville Requirements

All electrical appliances, devices or other equipment used shall be listed by a nationally recognized testing lab. (e.g. UL, ETL, CSA, etc.) All electrical equipment under exhaust hood, including any hood lighting, shall shut off upon activation of the fire suppression system.

Reference: City of Knoxville Electrical Code Sections 10-35, 10-56(m)

COMMENTS FROM ELECTRICAL INSPECTOR:



Targeted Constituents				
● Significant Benefit		▸ Partial Benefit		○ Low or Unknown Benefit
○ Sediment	○ Heavy Metals	● Floatable Materials	● Oxygen Demanding Substances	
● Nutrients	▸ Toxic Materials	● Oil & Grease	● Bacteria & Viruses	○ Construction Wastes

Description Prevent or reduce the discharge of pollutants to storm drainage systems and to natural streams from mobile businesses that provide food services. Food and food byproducts damage natural streams and aquatic life by promoting harmful pathogens and depleting dissolved oxygen.

General Considerations The City of Knoxville has separate sanitary sewer systems and storm drainage systems. Storm drains located outdoors are intended to convey rainwater runoff directly to the nearest stream to prevent ponding and flooding. Any spills, leaks, or discharges to the storm drainage system will enter the natural stream without treatment. Commissaries will require a Special Pollution Abatement Permit prior to construction.

- Recommended BMP's**
- Discharge all wastewater to an approved restaurant, commissary, or RV dump site that can accept and discharge wastewater to the sanitary sewer.
 - Inspect all water and wastewater plumbing connections on a daily basis.
 - Clean floor mats and equipment in an area that drains to the sanitary sewer.
 - Exterior washing of catering vehicles shall be conducted only at a commercial car wash or approved commissary.
 - Store all used cooking oil in appropriate containers inside the vehicle.
 - Have a complete emergency spill response kit on vehicle. The kit must include; absorbents e.g. pads, booms, kitty litter, a secondary containment vessel or pan, and an absorbent sock large enough to cover the opening to the closest stormdrain inlet.
 - Educate all employees on potential dangers to storm drain and the environment from spills and leaks. Train employees in spill prevention and cleanup procedures for the area surrounding the food truck.
 - Please remove all trash from setup site daily and dispose of it properly.
 - Report spills and illegal dumping to the storm drains or local waterways to the Water Quality Hotline at (865) 215-4147 or 311.

Related BMPs The following list of BMPs are also helpful for mobile food handling services and businesses:

- AM-01 Employee Training
 - IC-01 Non-Stormwater Discharges to Storm Drain
 - IC-07 Food Service and Handling
 - IC-08 Power or Pressure Washing
 - IC-11 Kitchen Exhaust Cleaning

References 31, 33, 34, 35, 99, 103, 138, 193, 197 (see BMP Manual Chapter 10 for list)