**TOWN OF LISBON**

Food Truck/Mobile Unit Application

*Please attach additional information where applicable.*

Thank you for your interest in bringing your Food Truck/Mobile Unit to Lisbon! This form includes the details needed to complete your application. Please read all information carefully. You can contact us via email with any questions at **clerk@lisbonme.org**. All Fees are payable to the Town of Lisbon.

Business Name:

We are a Non-Profit or School Group: Yes No

Contact Person/Owner:

Mailing Address:

Business Email Address:

Home Phone: Cell Phone:

Owner’s Residence Address:

Town/City: State: Zip:

Residence(s) for last 5 years:

List of Applicant / Partners / Corporate Officers. Please Print Clearly, attach separate sheet if needed.

Name & Address:

Date of Birth:

Name & Address:

Date of Birth:

Name & Address:

Date of Birth:

Town/City: State: Zip:

Has applicant’s Business License ever been revoked? Yes No  *If yes, Why?*

Has any applicant / partner / corporate officer ever been convicted of a felony? Yes No

*If yes, describe specific circumstances:*

**Please acknowledge the following and attach where applicable:**

Copy of State of Maine FOOD LICENSE. State ID License #:

Certificate of Liability Insurance is **REQUIRED** for **food vendors**. Town of Lisbon must be listed as an additional insurer.

Proof of non-profit status if applicable.

If fixed location, attach Landowner Permission letter.

If roaming, attach route map for Police Chief to review.

I have scheduled/will schedule a Lisbon Food Truck Site.

REV 04/2023

Name of Business:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (owner’s name), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (title) am authorized to sign on behalf of said business and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that I hereby acknowledge a public records check may be conducted.

Signature: Date:

**FEES**

**Itinerant Vendor Permit**

*Fee Worksheet*

Itinerant Vendor Fee: $ \_\_\_\_\_\_\_\_\_

Victualer’s Fee: $ \_\_\_\_\_\_\_\_\_

**TOTAL DUE: $** \_\_\_\_\_\_\_\_\_ *Please make check payable to:* ***Town of Lisbon***

$0.00 No Fee—I am covered under a Mass Gathering Permit (entity):   
$50.00 Temporary Stand, up to 60 days  
$100.00 1 Year

**Victualer’s Permit**

$25.00 1 Week  
$50.00 1 Year

**INSPECTIONS AND REQUIREMENTS**

**Check One:**

Food Preparation (including coffee) – *Requires inspection*

Pre-packaged Food or Ice Cream only – *Does not require inspection*

**HEALTH OFFICER**

Notice of Compliance (By Ordinance): I, **Nate LeClair, Health Officer** for the Town of Lisbon, hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code entitled Victualer and any applicable state regulations.

Signature: Date:

**POLICE CHIEF**

Notice of Compliance (By Ordinance): **I, Ryan McGee, Police Chief** for the Town of Lisbon, hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

**Public Records Check completed**

Signature: Date:

**HELPFUL INFORMATION**

The Councilors are the Municipal Licensing Board. The first application requires a public hearing, but renewals will not. Public records checks can take up to two or more weeks to process. Complete applications contain the Health Officer and Police Chief’s signatures. Council meetings are on the first and third Tuesdays of the month. Application must be complete and all fees paid in full prior to the Council meeting. Meetings are held at the Town Hall at 7:00 PM in the conference room.

Temporary permits can be granted by the Town Clerk only after meeting ALL the requirements of the ordinance. Temporary permits are for no longer than 90 days.

**SUGGESTED CONTACTS:**

353-3000 x112 Town Clerk

624-9693 State Sales Tax Division

353-3007 Town Office Fax

624-7736 Bureau of Corporations

353-3000x111 Code Enforcement Officer

624-7220 Bureau of Alcohol Beverages

353-3000 x122 Economic Development Office

353-2500 Police Department

287-3841 Agriculture Dept– Bakery Licenses

353-3000 x121 Health Officer

624-6550 Marine Resources

287-5671 State Health Inspection Dept.

1-800-872-3838 Business Answers