



CITY OF MIDDLETON
1103 W Main St, Middleton, ID 83644
208-585-3133
Website: Middleton.id.gov
Email: citmid@middletoncity.com

ADMINISTRATION
VENDORS, SOLICITORS & TEMPORARY
MERCHANTS APPLICATION/LICENSE
FOOD TRUCK PERMIT (ORD 679)
REVISED 12/2023

Applicant Name: _____

License Fee: \$125.00 - license expires December 31st each year.

Business Name: _____

Residence/Business Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Idaho Sales Tax Number: _____

Location of vending activity: _____

Vending in Piccadilly Park (circle one) Yes No

Vehicle License Plate No: _____ Trailer License No: _____

NO LICENSE ISSUED HEREUNDER SHALL BE TRANSFERABLE

Required Documents:

- Copy of current driver's license or identification card.
- Written Landowner permission to prepare and vend food from the landowner's parcel.
- Southwest or Central District Health License to vend from a food truck/cart/trailer.
- Proof of Inspection and approval from the Middleton Fire Rural District to vend from a food truck/cart/trailer.
- Sanitary sewer plan, including plan for gray water disposal, fats/oils/grease (FOG).
- Vending at Piccadilly Park requires proof of workers' compensation insurance, general liability insurance with a minimum coverage of \$1,000,000.00, and automobile insurance with a minimum coverage of \$1,000,000.00.

Additional Requirements:

- One food truck/cart/trailer per tax parcel, except up to three vendors are allowed at Piccadilly Park. (This does not apply to Special Event Permits)
- Hours for vending are 6 a.m. to 10 p.m. or as agreed upon by landowner. City Park hours are dawn to dusk.



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- No overnight parking is allowed, and all vending accoutrements must be removed at the end of the day.
- No connections to City utilities.
- No tables, chairs, benches or other furniture can be placed on site for sit-down dining.
- No food truck/carts/trailers allowed on vacant lots unless the lot is paved with asphalt or concrete.
- No generator noise or other noise that would rise to the level of a nuisance as defined by MCC 8-1-5.
- Food trucks/carts/trailers shall have a clean appearance at all times.
- Food trucks/carts/trailers cannot occupy parking stalls on a lot to the degree that the existing business on site will have less than the number of parking stalls required by MCC 4-5-11.

I understand and agree to the above requirements and agree that if I am found not in compliance, the City may shut down my food truck until compliance is met.

 Signature

 Date

 Print Name

 Business/Representative Title

OFFICE USE ONLY

Fees Received (Receipt Number): _____

Copy of Driver's License/Identification Received: _____

Landowner Permission Received (AOLI or copy of lease agreement): _____

Copy of Southwest District Health Certification, if applicable: _____

Middleton Rural Fire District Inspection Received: _____

Sanitary Sewer Plan Recieved: _____

Workman's Comp, General Liability and Vehicle Insurance Received: _____

Application Denied: _____

Deputy Clerk: _____

Date: _____



SOUTHWEST IDAHO

MOBILE FOOD UNIT REQUIREMENTS

Why are there new requirements?

In 2020, the State of Idaho Adopted the 2018 International Fire Code (2018 IFC). In this edition, there is a new Section 319 on Mobile Food Preparation Vehicles. In the following pages are checklists and contacts to help you meet the requirements of the 2018 IFC.

What do I need prior to contacting the fire department for my inspection?

1. **Central District Health approved license and inspection.**
 - See: <http://cdhd.idaho.gov/eh-food-forms.php> .
 - Complete the application for Mobile Food Establishment and submit a drawing (to scale) of the layout including all equipment of the mobile food unit, and then pay required fees (licensing and plan review).
 - Complete the Mobile Food Unit operational plan review.
 - Meeting with a Health Inspector for plan review approval.
 - Submit commissary agreement during plan review meeting with Health Inspector.
 - Obtain required approvals from other agencies - Example: Eating and Drinking License, Planning and Zoning, Fire Marshal, etc.
 - Contact the Health Department at least two weeks prior to opening to conduct a pre-operational inspection.
 - Submit any changes in operating location or schedule.
2. **Proof of fire extinguisher and hood extinguishing system service.**
 - Fire extinguishers shall be serviced annually.
 - Hood extinguishing systems shall be serviced every six (6) months.
3. **Proof of professional hood inspection and cleaning.**
 - Typical hood systems must be inspected every six (6) months, or monthly for solid fuel cooking appliances.
4. **Have an LP gas alarm (combustible gas detector) installed in your food truck/trailer.**
 - LP gas alarms or combustible gas detectors can be purchased at most hardware stores and RV dealers.

Now you are ready!

It is the vendor's responsibility to contact your local Fire Department's Fire Prevention office to schedule an inspection of the mobile food unit prior to use or operation. Normal inspection hours occur Monday through Friday 8am to 5pm. Your inspection is valid only for the jurisdictions and areas served by the following fire departments/districts: Boise, Meridian, Eagle, Kuna, Star, Middleton, Nampa, Caldwell, Mountain Home, and Emmett. An inspection, with assigned permit and compliance sticker, are only valid from January 1st to December 31st for the year inspected. Inspections and permits are required annually in order to continue to operate your mobile food unit.



Middleton Star Fire District's

Victor Islas, Deputy Chief
(208) 585-6650 Office
(208) 860-1078 Mobile

permits@starfirerescue.org

MOBILE FOOD UNIT REQUIREMENTS

Fire Extinguishers

1. Minimum of one (1) sized 2A-10BC all-purpose dry chemical fire extinguisher.
2. If you use grease in your cooking process, a Class K liquid chemical extinguisher is also required.
3. Extinguishers mounted in an accessible location, with the top of the extinguisher three to five (3-5) feet above the floor.
4. Extinguishers must also have a current service tag affixed to it, at the time of inspection. This tag must indicate that the extinguisher has been serviced and inspected within the past eleven (11) calendar months, and the extinguisher shall be a serviceable model per NFPA 10. No plastic fire extinguishers will be allowed.

Commercial Cooking Appliance Systems

1. The fire suppression system, and the portable Class K liquid chemical extinguisher, must have a current service tag within the last six (6) months. If it has not been serviced within the last six (6) months, you will need to have it professionally serviced prior to inspection.
2. A Class K liquid chemical extinguisher must be mounted as indicated above.
3. The Class K liquid chemical extinguisher must be tagged as indicated above.
4. The manual activation for the hood suppression must be accessible and unobstructed.
5. The mechanism of activating the suppression system shall also shut off gas to the burners.

Waste

1. One (1) OSHA compliant, metal can for oily waste, with a tight-fitting lid is required. The size of the can depends on the amount of rags utilized.
2. Oily waste cans are required to be emptied daily.
3. The oily waste can may be located just outside the booth or stand, in cases where space is limited, so long as it is accessible during hours of operation.
4. No other trash or debris may be placed in these cans.

Generators

1. All generators and fuel cans shall be located at least twelve (12) feet from the mobile food preparation vehicle. All fuel cans onsite shall have a secure lid or cover to control vapor release.
2. Generators must be isolated from the public to prevent accidental touching of a hot unit.
3. Generators may not be refueled while the unit is running. Shut the unit down and move it away from the food truck when refueling.
4. No multi-outlets strips may be used to power cooking appliances.

LP Gas

1. LP tanks must be ten (10) feet from tents and canopies.
2. LP tanks must be stored and secured in the upright position.
3. LP refueling may only be done after event hours.
4. Vendors using propane/LP gas must place "NO SMOKING" signs above or near their tanks and enforce a "NO SMOKING" policy around the mobile food unit.

Miscellaneous

1. No straw, wood chips or other combustible material may be used as ground cover where open flame cooking/heating devices are used.
2. No open flame cooking devices may be located under or near any type of canopy and must be ten (10) feet from any flammable fabric.
3. There shall always be at least one food unit operator on-site who has been trained in the use of portable fire extinguishers.
4. Vendors using solid fuel cooking appliances must have a water extinguishing source available (hose, bucket or water extinguisher).

MOBILE FOOD UNIT INSPECTION

Business Name: _____ **Date:** _____

Address: _____ **Phone:** _____

City: _____ **Zip Code:** _____

Email: _____

AHJ: _____

GENERAL REQUIREMENTS:

Fire Extinguishers:

Yes No N/A

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Portable fire extinguisher 2A:10B:C are installed near kitchen cooking areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Cooking appliances that produce grease-laden vapors protected by listed fire extinguisher (Class K) (One per 4 fryers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. 1.5 Gallon Class K or 2A Water Extinguisher for solid fuels | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

LP (Propane):

Yes No N/A

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 4. Flexible connector is installed between the regulator outlet and the fixed piping system [NFPA 58:6.26.5.1(B)] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. LP gas containers installed on the vehicle shall be securely mounted and restrained to prevent movement [2018 IFC 319.8.2] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. LP gas system piping, including valves and fittings, shall be adequately protected to prevent tampering, impact damage, and damage from vibration [2018 IFC 319] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Maximum aggregate capacity of LP gas containers transported on the vehicle, and used to fuel cooking appliances only, shall not exceed two-hundred (200) pounds propane capacity [2018 IFC 319.8.1] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. A listed LP gas alarm shall be installed, within the vehicle, near LP gas system components, in accordance with the manufacturer's instruction [2018 IFC 319.8.5] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Tanks not stored on the roof or interior | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Tanks do not extend past the bumper or provided with impact protection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Exhaust Hood and Fire Protection:

Yes No N/A

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 11. Cooking equipment that produces grease-laden vapor shall be provided with a kitchen exhaust hood in accordance with 2018 IFC Section 607 [2018 IFC 319.3] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. The exhaust system including, including hood, grease-removal devices, fans, ducts and other appurtenances, shall be inspected and cleaned in accordance with 2018 IFC 607.3.3.1 [2018 IFC 319.10.1] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Cooking equipment shall be protected by automatic fire extinguishing system in accordance with 2018 IFC Section 904.12 [2018 IFC 319.4.1] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Fire protection system and devices shall be maintained in accordance with 2018 IFC Section 901.6 [2018 IFC 319.10.2] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Manual activation mechanism for fire suppression system is visible and accessible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. "No Smoking" sign is mounted above/near LP tanks with four (4) inch minimum lettering | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Solid Fuel Operations:

Yes No N/A

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 17. Solid fuel is not stored above any heat-producing appliance or vent [NFPA 96:14.9.2.2] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Solid fuel is not stored closer than three (3) feet from any cooking appliance [96:14.9.2.2] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Solid fuel is not stored near any flammable liquids, ignition sources or chemicals [96:14.9.2.7] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Solid fuel is not stored in the path of the ash removal or near removed ashes [96:14.9.2.4] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Ash, cinders and other fire debris should be removed from the firebox at regular intervals and at least once a day [96:14.9.3.6.1] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Removed ashes, cinders and other removed debris should be placed in a closed, metal container located at least three (3) feet from any cooking appliance [96:14.9.3.8] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Cooking Area:

Yes No N/A

- 23. Eight (8) inch steel baffle between fryer and surface flames, or eighteen (18) inch space between fryer and surface flames [96:6.2.2.1, 96:6.2.2.2]
- 24. No more than one-hundred-twenty (120) gallons of cooking oil, which is protected from damage and secured during transport [2018 IFC 319.6]
- 25. Metal storage tanks are UL 80 or 142 listed [2018 IFC 319.7.1]

Emergency Egress:

Yes No N/A

- 26. Minimum of thirty (30) inches of unobstructed clear aisle space throughout the unit
- 27. Clear unobstructed height over the aisle of at least seventy-four (74) inches
- 28. Walking surface of egress path has a slip-resistant surface

Generators/General Safety:

Yes No N/A

- 29. Generator is grounded and visually in good repair [96:B17]
- 30. Any generator that is not mounted to the vehicle shall be twelve (12) feet away from mobile or temporary cooking operations [96:B16.2.1]
- 31. Fuel is stored in a UL or FM listed flammable liquids safety container [2018 IFC 5704.3.1.1]
- 32. Fuel is stored away from heat sources, with a secure lid, and the container is secured from tipping [2018 IFC 5704.3.4.4]
- 33. Extension cords shall be commercial grade extension cords. No light-weight extension cords are allowed [2018 IFC 604.5]
- 34. Generator shall be shut down and moved away from the mobile food unit prior to refueling [96:B18.3.2]
- 35. Electrical panel shall be accessible [2018 IFC 604.3]

Approved: _____

Date: _____

Inspector's Printed Name: _____

Title: _____

Department Performing the Inspection: _____

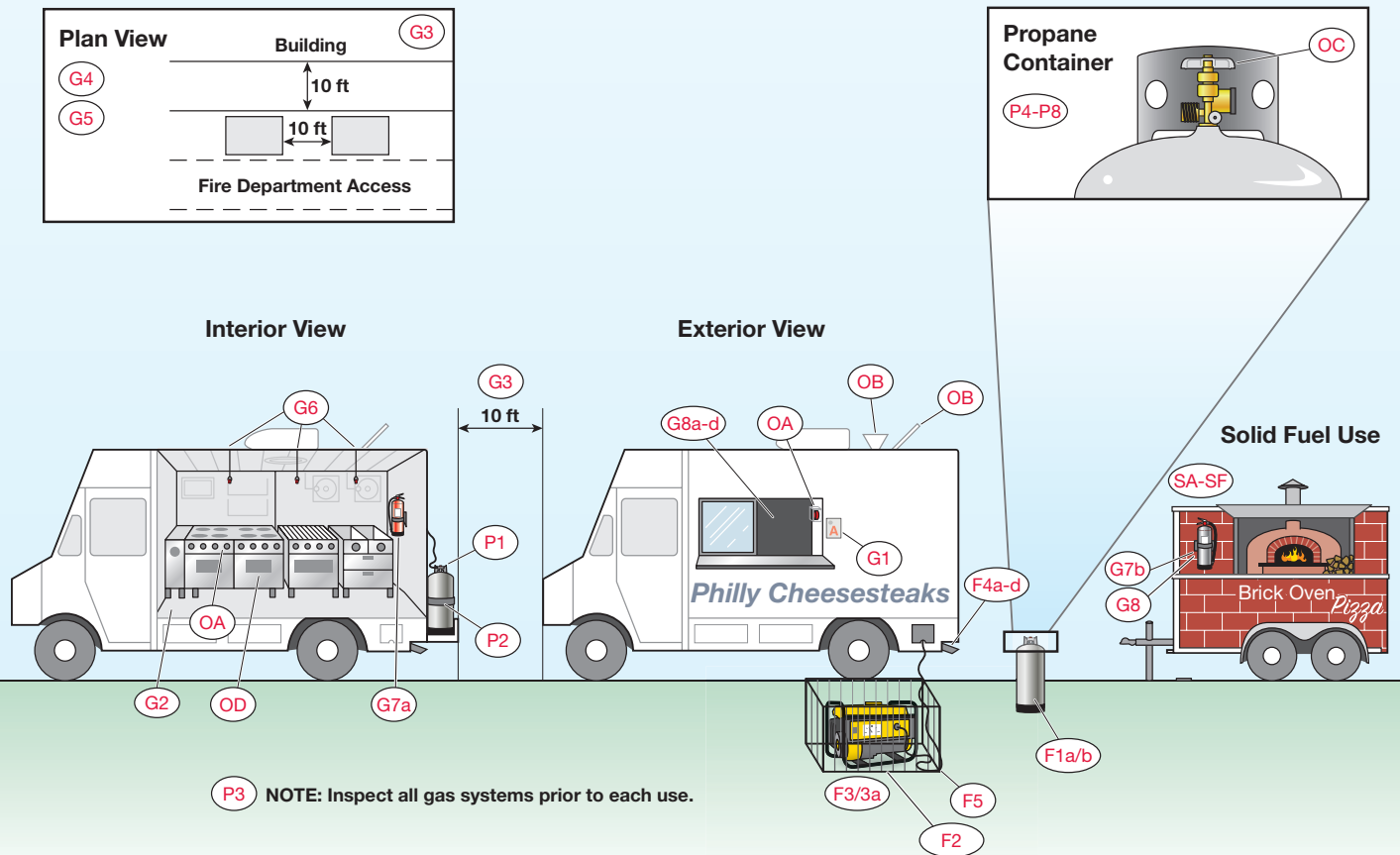
Sticker Number: _____ **Vehicle/Trailer Information:** _____

Vehicle Notes: _____

Comments: _____



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - At least 12 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfpa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code*®, 2020 Edition
 - *National Electrical Code*® *Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition





North

Food Trucks must vend to sidewalk



Highway 44