



**THE CITY MAY REQUIRE UP TO 5 BUSINESS DAYS FOR APPROVAL OR DENIAL OF THIS APPLICATION.**

**APPLICATION FOR  
MOBILE FOOD VENDOR'S REGISTRATION**

**P.O. Box 250  
111 E. 4<sup>th</sup> Street  
Okmulgee, OK**

**Phone:918-758-1105  
Fax:918-758-1176**

**FEE: \$20**

**ALL VENDORS NEED TO PROVIDE THE FOLLOWING INFORMATION:**

NAME OF APPLICANT:

NAME OF BUSINESS:

LOCATION OF PRINCIPAL BUSINESS:

BUSINESS PHONE NUMBER:

BRIEF DESCRIPTION OF BUSINESS TO BE CONDUCTED AND ITEMS TO BE SOLD:

**PLEASE ATTACH THE FOLLOWING DOCUMENTS:**

\_\_\_\_\_ CERTIFIED COPY OF AUTHORITY TO DO BUSINESS IN OKLAHOMA

\_\_\_\_\_ DRIVER'S LICENSE OR STATE ISSUED PHOTO IDENTIFICATION CARD

\_\_\_\_\_ COPY OF OKLAHOMA SALES TAX PERMIT OR PROOF OF EXEMPTION

\_\_\_\_\_ OKLAHOMA STATE MOBILE FOOD LICENSE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPROVAL

\_\_\_\_\_  
DATE

ORDINANCE NO. 2104

**AN ORDINANCE OF THE CITY OF OKMULGEE AMENDING TITLE 5 CHAPTER 36 SECTIONS 010, 020, 030 AND 050 TO THE OKMULGEE MUNICIPAL CODE, ADDING DEFINITION, LICENSE, ALLOWING FOOD TRUCKS AND ESTABLISHING FEES; AND DECLARING AN EMERGENCY.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OKMULGEE:**

**SECTION 1.** Title 5, Chapter 36, Sections 010, 020, 030 and 050 of the Okmulgee Municipal Code are hereby amended to add the following to the current code provisions:

**5.36.010 Definitions**

**FOOD TRUCK:** As used in this ordinance, means a **MOBILE FOOD SERVICE ESTABLISHMENT** as defined by the Oklahoma Department of Health, and does not include Mobile Retail Food Service Establishment or Push Carts. Vendors qualifying as Mobile Retail or Push Carts may operate only under special permit for designated events under 5.08.010.

**5.36.020 License Required**

For Food Trucks, only one license is needed for each establishment, not each employee onsite selling the food.

**5.36.030 Application**

H(1) Vendors for an organized fair carnival, circus, festival, public exhibition, or similar gathering are covered under separate permit under 5.08.010 and regulated as part of that event. Permits granted to FOOD TRUCKS under this paragraph are separate from event permits and do not allow vendor to set up for organized events.

H(2) FOOD TRUCKS may be permitted to operate at Food Court locations designated by the City Manager or at such locations within the City upon private property where they are at least 600 feet from any other restaurant location and are not operating for more than two (2) days per week at the same location. A private location must comply with public access and traffic regulations, and must provide waste receptacles for public use, and comply with F and G above.

H(3) a FOOD TRUCK vendor must maintain a current license from the Oklahoma Department of Health and current Oklahoma Sales Tax Permit at all times under the City license, each of which must be prominently displayed along with the City license hereunder obtained at the point of sale on the Food Truck. In the event a vendor obtains a City license that extends beyond the term of either Oklahoma health license or tax permit, the vendor must provide a current copy of the new Oklahoma license/permit within 1 week of the expiration of the former Oklahoma license/permit. A copy of the current Oklahoma health license and sales tax permit must be presented at the time of application for a City license.

H(4) the FOOD TRUCK vendor must comply with all traffic laws and must maintain a unit in good repair and sanitary condition, operate in a manner which does not disturb the peace and enjoyment of the community and be self-contained for all power, water, sanitation and food and non-food waste, and be fully responsible for the independent location of disposal of grease and wastewater.

H(5) The license hereunder shall expire at the end of its term or at 12:01 am the eighth day after the expiration of either the Vendor's Oklahoma Health Department license or Oklahoma Sales Tax permit (unless renewed before the expiration of the 8 day period). Upon expiration of the license, the Vendor must obtain a new license from the City.

H(6) the City Manager shall have the power to revoke, deny, suspend or modify any applicant or licensee hereunder for violation of this ordinance or any other ordinance of City or violation of State law, or significant unresolved complaints with regard to operation, cleanliness or sanitation.

H(7) FOOD TRUCK Courts will be designated locations open for operation during specified days and hours. The sites will be open for set up approximately 5 hours before the start and 5 hours after the end of the operation hours and all trucks and any other property will need to be removed on a daily basis. The City Manager reserves the right to limit the number of FOOD TRUCKS per Court date for reasons of limited space or public safety.

H(8) FOOD TRUCK licenses can be purchased per week or annually and the City may take up to 10 business days to approve the license. The City reserves the right to limit the number of licenses for reasons of limited space or public safety.

**5.36.050 License Fee**

The license fee for each FOOD TRUCK vendor shall be \$20.00 per week or \$400.00 per year.

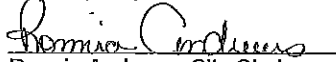
**SECTION 2. REPEALER.** All previous ordinances in conflict herewith are hereby repealed.

**SECTION 3. EMERGENCY.** By reason of the need for the immediate preservation of peace, health, safety and welfare of the City of Okmulgee, an emergency is hereby declared to exist and this ordinance shall be effective immediately upon adoption.

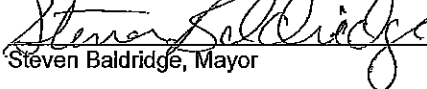
**ADOPTED AND APPROVED** this 15<sup>th</sup> day of August, 2017.



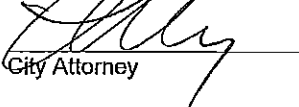
Attest: (Seal)

  
Ronnia Andrews, City Clerk

CITY OF OKMULGEE, OKLAHOMA

  
Steven Baldrige, Mayor

Approved as to form and content:

  
City Attorney

ORDINANCE NO. 2107

**AN ORDINANCE OF THE CITY OF OKMULGEE AMENDING TITLE 5 CHAPTER 36 SECTIONS 010, 030 AND 050 TO THE OKMULGEE MUNICIPAL CODE, ALLOWING FOOD TRUCKS, REGISTRATION AND LICENSE FEES; AND DECLARING AN EMERGENCY.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OKMULGEE:**

**SECTION 1.** Title 5, Chapter 36, Sections 030 and 050 of the Okmulgee Municipal Code are hereby amended to add the following to the current code provisions:

**5.36.010 Definitions**

Food Truck: As used in this ordinance, means a Mobile Food Service Establishment as defined by the Oklahoma Department of Health, and does not include Mobile Retail Food Service Establishment or Push Carts. Vendors qualifying as Mobile Retail or Push Carts may operate on a temporary basis for designated events under 5.08.

**5.36.030 Application**

H(1) Vendors for an organized fair carnival, circus, festival, public exhibition, or similar gathering are covered under separate license under 5.08, Itinerant Food Vendor, and regulated as part of that event. Permits granted to Food Trucks under this paragraph are separate from event permits and do not allow vendor to set up for organized events.

H(2) FOOD TRUCKS may be permitted to operate at Food Court locations designated by the City Manager or at such locations within the City upon private property where they are at least 65 feet from any other restaurant location and are not operating for more than two (2) days per calendar week at the same location. A private location must comply with public access and traffic regulations, and must provide waste receptacles for public use, and comply with F and G above.

H(3) Each applicant will be required to register their Vendor's Oklahoma Health Department license with the City before any City license will be issued. The expiration date for the City registration will coincide with the expiration date of their Oklahoma Health Department License for a mobile food truck. No City license will be issued until the applicant has renewed their registration.

H(5) a FOOD TRUCK vendor must maintain a current license from the Oklahoma Department of Health and current Oklahoma Sales Tax Permit at all times under the City license, each of which must be prominently displayed along with the City license hereunder obtained at the point of sale on the Food Truck. A copy of the current Oklahoma health license and sales tax permit must be presented at the time of application for a City license. If the Oklahoma Sales Tax Permit expires before the Food Truck registration expires, a current copy must be presented before the applicant can apply for a new license.

H(8) FOOD TRUCK licenses can be purchased for a two (2) day period in a calendar week, per site and the City may take up to five (5) business days to approve the license. The City reserves the right to limit the number of licenses for reasons of limited space or public safety.

H(9) In the event that the City Manager designates a public way as a Food Court under H(7) above, all public access to the Food Truck must be on the side of the truck facing away from vehicle traffic, and if present, along the sidewalk. The Food Truck cannot block access to a structure for emergency response purposes and cannot interfere with traffic flow. The City Manager reserves the right to specify exact locations on public ways and in no event shall a state or federal highway be used as a Food Truck Court. The City Manager reserves the right to limit the times and dates upon which Food Truck Courts may be designated in public ways.

**5.36.050 Registration and License Fee**


A registration fee, per Food Truck, shall be an annual cost of \$20.00. The license fee for each FOOD TRUCK vendor shall be \$20.00 per license for two (2) days in a calendar week.

**SECTION 2. REPEALER.** All previous ordinances in conflict herewith are hereby repealed.

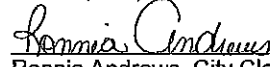
**SECTION 3. EMERGENCY.** By reason of the need for the immediate preservation of peace, health, safety and welfare of the City of Okmulgee, an emergency is hereby declared to exist and this ordinance shall be effective immediately upon adoption.

**ADOPTED AND APPROVED** this 1st day of December, 2017.

CITY OF OKMULGEE, OKLAHOMA

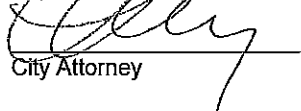
  
Steven Baldrige, Mayor

Attest: (Seal)

  
Ronnia Andrews, City Clerk



Approved as to form and content.

  
City Attorney