



1245 West Hwy 96  
Arden Hills MN 55112  
Phone 651-792-7800 \* Fax 651-634-5137  
Email: Info@cityofardenhills.org

# Mobile Food Unit License Application

**Temporary Fee \$30**  
**Annual Fee \$100**

License #	_____
Payment Method	_____
Receipt #	_____
Date Paid	_____

(All information requested is required.)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Phone # \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

Fax # \_\_\_\_\_

MN Tax ID # \_\_\_\_\_

Applicant Name \_\_\_\_\_

\*If applying for a Temporary License (7 days or less) provide the requested dates \_\_\_\_\_ to \_\_\_\_\_

Additional dates \_\_\_\_\_

### Required Submittals:

- Payment of \$30 for a Temporary License (7 days or less) or \$100 for an Annual License (8 days or more)
- Written consent of each owner of private property from which sales will be conducted. Please note you also must provide written consent from the property owner of any future event. Thank you in advance!
- A copy of each related license or permit issued by Ramsey County and/or the State of MN required to operate a mobile food unit.
- A Certificate of Liability Insurance (see specific requirements on the back of this form).
- A Certificate of Worker's Compensation to the minimum acceptable levels of the State of Minnesota.  
**OR: Sign the Worker's Compensation Waiver:**

<b>Worker's Compensation Wavier</b>	
If you are a sole proprietor and have chosen not to carry worker's comp, the following waiver must be signed: As a sole proprietor or partnership, I/we have chosen not to carry Worker's Compensation Insurance on myself/ourselves.	
_____	_____
Authorized Signature	Date

### NOTICES AND AUTHORIZATIONS.

No work shall be done under this license until the insurance policies have been filed and approved by the City of Arden Hills Code Enforcement Division.

Pursuant to Laws of Minnesota, 1984, Chapter 502, Article 8, Section 2 (270.72) (Tax Clearance; Issuance of Licenses), the City of Arden Hills is required to provide to the Minnesota commissioner of Revenue the Minnesota business tax identification number and social security number of each applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

- \* This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding or motor vehicle excise taxes;
- \* Upon receiving this information, the City of Arden Hills will supply it only to the Minnesota Department of Revenue; however, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
- \* Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.

The above signed applicant makes this application pursuant to all the laws of the State of Minnesota and such rules and regulations as the Council of the City of Arden Hills may from time to time prescribe. The above-named firm hereby applies for a license for the term of 7 or less days OR one year, as requested above, and ending no later than December 31 of the year of application, with the City of Arden Hills, Minnesota.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

E-mail, fax or mail completed and signed application to City of Arden Hills (details top of page 1)

### **395.04 License Applications.**

#### **Subd. 4 Insurance.**

A. No license shall be granted, nor be effective, until the applicant files with the City proof a certificate of insurance by an insurance company authorized to do business in the State of Minnesota, evidencing the following forms of insurance:

1. Commercial general liability insurance, with a limit of not less than one million dollars (\$1,000,000) each occurrence. If such insurance contains an annual aggregate limit, the annual aggregate limit shall be not less than two million dollars (\$2,000,000);
2. Automobile liability insurance with a limit of not less than two million dollars (\$2,000,000) combined single limit. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned vehicles;
3. Food products liability insurance, with a limit of not less than one million dollars (\$1,000,000) each occurrence;
4. Public liability insurance, with a limit of not less than one million dollars (\$1,000,000) each occurrence;
5. Property damage insurance, with a limit of not less than one million dollars (\$1,000,000) each occurrence;
6. Workers compensation insurance (statutory limits) or evidence of exemption from state law; and
7. The City shall be endorsed as an additional insured on the certificate of insurance and the umbrella/excess insurance if the applicant intends to operate its mobile food unit on public property.

B. The certificate of insurance must contain a provision requiring notification be sent to the City should the policy be cancelled before its stated expiration date.

More information along with prohibited practices can be found in the Arden Hills City Code, Chapter 3, Section 395 – Mobile Food Units, a copy of which is attached.