

City of Lonoke
Mobile Vendor Application



Business Name: _____

Applicant:

Business Owner Name: _____ Daytime Phone: _____

Mailing Address: _____ Emergency Phone: _____

City: _____ State: _____ ZIP: _____

Email Address: _____ Driver's License #: _____

Proposed Location: _____

City: _____ State: _____ ZIP: _____

Requested Days of Operation: _____

Requested Hours of Operation: Opening Time: _____ am/pm Closing Time: _____ am/pm

If part of a Special Event: Event Name: _____

Organizer: _____

What is the parking plan for the site? _____

Copies of the following paperwork must be attached to this application:

City Business License* *Available at the Lonoke Water Departments Office
107 W. 2nd St, Lonoke, AR 72068 Phone: (501) 676-6658

Advertising & Promotion Permit**
(Sale of Prepared foods only) ** Available at the City Administration Office
107 W. 2nd St., Lonoke, AR 72068 Phone: (501) 676-4300

State Sales Tax Permit *** Available at the Ark Dept of Finance & Administration
(501) 683-2827 Toll Free: (877) 280-2827

Applicant Signature: _____ Date: _____

Return completed application to the City Administration Office, 107 W. 2nd St., Lonoke, AR 72086

FOR OFFICE USE ONLY

APPROVED: _____ DENIED: _____ ZONING: _____



Food trucks operating in Lonoke are subject to Ordinance No. _____.

Food Trucks operating on **City property, City rights-of-way, and areas of the city zoned as residential** must have prior written approval from the Community Development Director. Food trucks operating on **private property in areas zoned commercial or industrial** shall require express written permission from the property owner or designee. Food trucks operating on **property owned by schools** shall require express written permission from the school's governing body or its designee.

Any written permission must be present at the mobile food truck and available for inspection upon request.

Concessions, operations and agreements managed by the Lonoke Parks and Recreation department are not subject to the above regulations.

All food trucks conducting business in the City of Lonoke must have as part of the approval process:

1. **Complete and signed Mobile Vendor Application.**
2. **Food Service Establishment Permit from Arkansas Department of Health.**
3. **A current fire inspection** – call City Hall or email Fire Chief Justin Whittenburg at fire@cityoflonoke.com to schedule an inspection time. This is the first step in the permitting process;
4. **A current health inspection;**
5. **A valid driver's license;**
6. **A current business license;**
7. **A current Lonoke Advertising and Promotions license** – available at no cost at the City Administration's Office at 107 W. 2nd St., Lonoke, AR 72068 (501) 676-4300.
8. **A picture of truck.**

Rules for Food Trucks:

Each truck may only operate at the specific location listed on the written approval. No dining area is permitted without prior approval. Each truck must offer a waste container for public use. Truck operators must remove all trash at their expense and shall not use dumpsters of existing businesses without permission of those businesses. No food truck shall make or cause to be made any unreasonable or excessive noise in violation of City ordinances. Trucks cannot be parked on the street overnight unless they are part of an ongoing event. Unless otherwise specified, permits are good for the current calendar year.