Mobile Food Truck Permit Process

Applicant contacts Permit Center or Alexandria Health Department (AHD)

Applicant prepares and submits:
- Plans and specifications for proposed mobile food establishment (MFE)
- Proposed menu
- Commissary Inspection Report
- Water source
- Waste water and solid waste disposal locations
- $200 plan review fee to AHD

AHD reviews plans, specifications and proposed menu

* If required, Fire Marshal (FM) reviews plans and specifications and approves or rejects them (returned to applicant for revision)

Applicant builds MFE (or modifies existing unit if necessary)

Applicant submits food service permit application and $90 to AHD

Pre-Opening Inspection by AHD and Fire Department (if required)

Health Department Permit Approved

Applicant files food truck application ($100), Business License Application ($250), and fee along with a copy of the Health Department issued food service permit and Fire Prevention Permit (if required) at the Permit Center

Application Withdrawn

Truck Sticker Issued

Applicant commences operating food truck

Plans Approved

Permit Denied

Plans Rejected - returned to applicant for revision