



Alexandria Food Truck Registration Kick-Off

July 3, 10am- 3pm

Payments can only be made by checks for Health Department Permits. All other fees can be paid via Check, Visa, MasterCard, or Discover on the Open House day. We will not be able to take cash on the day of the Open House.

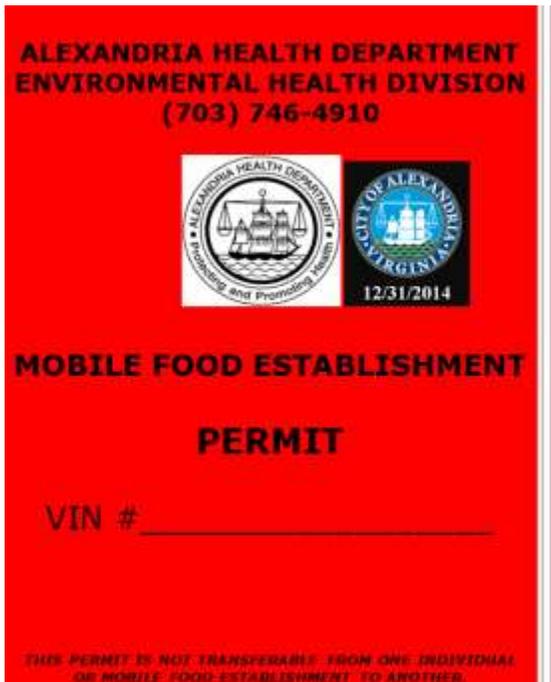
In order to receive a Health Department permit, food trucks will need to bring the following:

1. Two (2) complete sets of plans for review and approval.
2. Plan review documents such as equipment cut sheets or specifications
3. Detailed information on the capacity of the hot water heater in the unit
4. Details on the fresh water and waste water holding tanks
5. A completed Food Truck Menu form
6. A permit or a copy of their last inspection report for their commissary if the commissary is located outside of Alexandria City.
7. The non-refundable \$200 plan review fee (Please make checks payable to “**City of Alexandria**”)
8. A completed [Permit Establishment Application](#) form. If this is a change of ownership:
 - a. Check the “Change of Ownership” box at the top of the form
 - b. Write the estimated settlement date of closing (REQUIRED)
 - c. Write the current name of the business you are buying (even if it is identical to what you will call the business)
9. The non-refundable application fee \$90 (Please make checks payable to “**Alexandria Health Department**”)
10. Copy of a [Northern Virginia Certified Food Manager \(CFM\)](#) card
11. Copy of the vehicle registration, if the Food Truck is a vehicle

To complete the final stages of the food truck process: please see below:

12. Once the applicant has received their Health Department Permit, they must submit their [Fire Prevention Permit Application](#) if the food truck will be utilizing LP gas to heat food on the food truck. The application must be submitted to the Permit Center located at 301 King Street, Suite 4200 on the Fourth Floor of City Hall. The fee for the Fire Prevention Permit will be \$186.19.

13. If the Fire Prevention Permit is not required or the applicant has obtained their Fire Prevention Permit, they may then submit their [Business License Application](#), [Federal W-9 Form](#), and applicable Business License Fee with the Finance Department's Business License Office along with a copy of the Health Department Permit and Fire Prevention Permit (if applicable).
14. After obtaining the Business License, the applicant will then pay the \$125 Food Truck Permit Fee to the next available Permit Technician. Once paid, the Permit Technician will issue the Food Truck Permit along with the required sticker to be displayed on the already provided Health Department Food Truck Sticker. The sticker must be displayed to the right of the Health Department Seal, as shown below:



At this time, the applicant can commence operating in accordance with City regulations.

Please Note: Designated food truck inspection parking will be made available on the north bound side of the 100 block of North Royal Street for the duration of the event. Be advised, the mobile food truck must be present so that it can be inspected by all agencies.