



Food Truck Vendor License & Permit Regulations

Instructional Packet for Food Truck and Trailer Vendors
(Created October 2024)

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CHECKLIST AND REGULATIONS

This guide tells you which forms you need to fill out, offices you need to visit, and decisions you need to make.



Get Going

The following list provides information that will be necessary to accomplish other required steps. It is imperative that you begin the process as early as possible.

- **Obtain Federal Tax ID #**

Apply for an Employer Identification Number (EIN), also known as a Federal Tax ID Number from the IRS. You may visit the IRS Website to apply online.

The Federal Tax ID Number is not required if you operate a sole proprietorship or an LLC with no employees, in which case your social security number can be used as a Federal Tax ID Number, but you must obtain a Federal Tax ID

- **Obtain a Health Certificate**

Apply for a Health Certificate from the Louisiana Department of Health. They may be reached at 225-342-9500.

- **Obtain a Food Truck and Trailer Vendor's License**

Apply for a Food Truck and Trailer Vendor's License from the City of Gonzales Department of Planning and Development. They may be contacted at 225-647-2841.



Read

Reading up on these materials will prepare you for opening your mobile food vending business.

- **Gonzales Code of Ordinances**: to better understand the operational requirements for a Food Truck and Trailer Vendor doing business within the City's public rights-of-way or on City-owned property.
- Read the Louisiana's Department of Health [Food Safety Certification Information](#).
- Ascension Parish Government Website for more information on the Parish's policies.

CHECKLIST AND REGULATIONS (CONTINUED)



Operational Guidelines

A Food Truck and Trailer Vendor's license shall be required to conduct business within the City of Gonzales in compliance with all zoning and operational requirements as established by the Code, as well as all other applicable ordinances, statutes, rules and regulations of the City of Gonzales and the State of Louisiana, unless otherwise exempt.

Approved Locations for Operation:

There are two options to operate within Gonzales City Limits:

Option A: Special Event Permit

Licensed food trucks may operate under special event permits for temporary events that are granted by the Gonzales City Council. All food trucks must be licensed and possess the permit. No food trucks may operate at any event in the City of Gonzales without the food truck license. All special event permit rules and regulations must be adhered to, as per Sections 18-23 through 18-32 of Gonzales City Code of Ordinances.

Option B: Site-Specific Permit

A qualified and licensed mobile food service unit may operate on private property in commercial and/or industrial zoning districts. The owner of the property/land must appear at the Council to request permission for the food truck to operate. The food truck must have the required food truck license issued by the City of Gonzales.

Regulations are as follows:

- a. Approval valid for 1 year only
- b. Maximum of 6 food trucks may be present at one time in one place/lot
- c. Existing site zoning must accommodate commercial vendors
- d. May not impinge on existing parking spaces
- e. May be issued at the Council's discretion under circumstances that would have minimum impact on established meal providers

Standards and Limitations

- No food vendor shall sell goods, wares, or other items of merchandise other than food or drink. Sale of alcoholic beverages is prohibited.
- All food truck vendors must park on a durable all-weather material, such as concrete or asphalt, or on an improved surface as approved by the Director of Planning and Development.
- Any food truck and its associated seating, if any, must not occupy parking spaces required to fulfill the minimum requirements of the principal use, unless the principal use's hours of operation do not coincide with those of the food truck and trailer business.
- Food truck and trailers must not occupy or prevent access to any handicapped accessible parking.
- Any food truck and trailer and its associated seating, if any, must not occupy parking spaces that may be leased to other businesses and uses to fulfill their minimum parking requirements.
- Any associated outdoor seating must be removed after operating hours and must not be stored, parked, or left overnight on any public street or sidewalk.
- Connection to City water services shall not be permitted unless approved by the City of Gonzales Utilities Department. Any unauthorized connection to the water system in conjunction with the operation of a food truck and trailer vendor in any way is strictly prohibited and is unlawful. Any such violation will be investigated and may be the cause for revoked licenses or denied license renewal.
- Under no circumstances can liquid waste or grease be released or disposed of in tree pits, storm drains or onto the sidewalks, streets, or other public space. If at any time evidence of the improper disposal of liquid waste or grease is discovered, the food truck and trailer vendor license will be revoked and the food truck and trailer vendor will be required to cease operation immediately. The operator of the food truck and trailer business may be punished for such a violation.
- Food trucks shall be located at least ten (10) feet from the edge of any driveway or public sidewalk, handicapped ramp, building entrances and exit, emergency access/exit way, fire lane, or emergency call box and must not locate within any area of the lot that impedes, endangers, or interferes with pedestrian or vehicular traffic.
- Food trucks must be located a minimum distance of fifteen (15) feet in all directions of a fire hydrant and any fire department connection, utility box or vault.
- All food truck vendor's amenities, including but not limited to restrooms, tables, chairs and shade structures and other site improvements shall be identified on the Food Truck and Trailer Vendor's License application and shall be in accordance with the Code.
- The food truck vendor is responsible for the proper daily disposal of waste and trash associated with the operation and shall be equipped with a portable trash receptacle placed near the unit. City trash receptacles are not to be used for this purpose. The vendor must keep all areas within 25 feet of the food truck and trailer any associated seating area clean of grease, trash, paper, cups or cans.

CHECKLIST AND REGULATIONS (CONTINUED)

Standards and Limitations (continued)

- With the exception of any associated outdoor seating areas, all equipment required for the operation must be contained within, attached to or within five (5) feet of the food truck and trailer and all food preparation, storage, and sales/distribution made in compliance with all applicable City, Parish, State and Federal Health Department sanitary regulations.
- A drive through is not permitted in conjunction with any food truck vendor.
- No signage shall be allowed other than signs permanently attached to the food truck.
- No food truck may be used for living, sleeping, or housekeeping purposes at any time.
- All food trucks must be maintained in mobile condition. No food truck may be parked or stored in such manner as to create a dangerous or unsafe condition on the lot where it is parked or stored.
- Nothing provided herein shall exempt or preclude compliance with all other provisions of the Gonzales City Code, International Building Code, or other requirements (e.g. Fire Department) to protect health, safety and general welfare.



Storage of Food Truck and Trailers

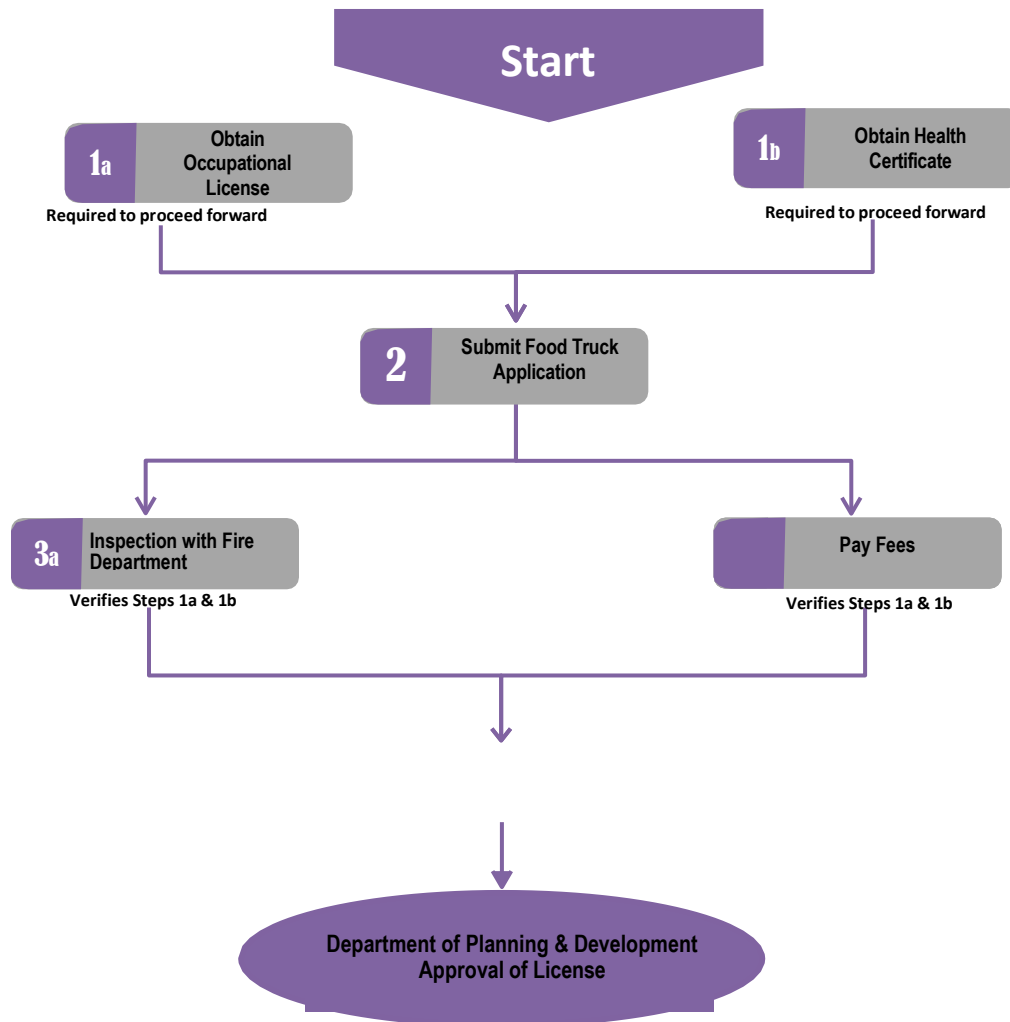
- No food truck or trailer may be stored within a residential driveway within the front or corner side yard.
- Food trucks and trailers may be stored in a residential district, either within a fully enclosed structure or within the interior side yard behind the front building line or rear yard. If stored in the interior side or rear yard, the food truck and trailer must be located at least five feet from any lot line and screened from view from any public right-of-way, excluding alleys, by a solid fence or wall. If the food truck and trailer is screened by an existing structure or landscape so that it is not visible from the public right-of-way, excluding alleys, it is considered to have met these requirements. Temporary storage tents for food trucks and trailers are prohibited.



Violations, Suspension / Revocation, and Enforcement

- The Director of Planning and Development is authorized to revoke a Food Truck and Trailer Vendor's License, as well as issue any zoning violations to the property owner to which the food truck and trailer vendor is operating, if he or she determines that the vendor's operations are violating any of the zoning and operational requirements as established by the Code.
- Authorized personnel from the Gonzales Police Department may issue citations if he or she determines that the vendor's operations are violating any applicable ordinances, statutes, rules and regulations of the City of Gonzales.
- Any Food Truck and Trailer Vendor's License will become void if the vendor's health permit has been suspended or revoked.
- The City Engineer, under the direction of the Utilities Department, is authorized to discontinue water service to any property in violation of unauthorized connection to the sewer system and/or unauthorized dumping of grease into the sanitary sewer system.
- Violators may be subject to illicit discharge enforcement actions as outlined in the Stormwater Management ordinance.

APPLICATION PROCESS



FOOD TRUCK PERMIT STICKER LOCATION

The PERMIT sticker must be clearly displayed at all times on the food truck.
There are two location options.

Option #1: Option #1 is for trucks.



Location where permit sticker should be displayed.

Option #2: Option #2 is for trailers that do not have a front windshield.



Location where permit sticker should be displayed.



Food Truck Vendor's License Application

1. BUSINESS INFORMATION			
<i>Trade Name (dba):</i>	<i>Website:</i>		
<i>Legal Name:</i>			
<i>Business Address /Business Location:</i>	<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Mailing Address:</i>	<i>Phone Number:</i>		
<i>Commercial Insurance Carrier:</i>	<i>Expiration Date:</i>		
<i>Sales & Use Tax ID Numbers (Gonzales/Ascension Parish):</i>	<i>Sales & Use Tax ID Numbers (Louisiana):</i>		
2. APPLICANT PRIMARY CONTACT INFORMATION			
<i>Applicant's Name:</i>			
<i>Applicant's Address:</i>	<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Email:</i>	<i>Phone Number:</i>		
3. VEHICLE AND/OR TRAILER INFORMATION			
<i>Vehicle Type:</i> <input type="checkbox"/> Self-Propelled <input type="checkbox"/> 5th Wheel Tow <input type="checkbox"/> Bumper Tow <input type="checkbox"/> Other (please specify) _____			
<i>Vehicle/Trailer Make:</i>	<i>Vehicle/Trailer Model:</i>	<i>Vehicle/Trailer Year:</i>	
<i>Vehicle Length:</i>	<i>Vehicle Width:</i>	<i>Vehicle Height:</i>	<i>Number of Axels</i>
<i>Will propane (LPG) tanks be used?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, how many tanks?</i>		<i>Tank Size:</i>
<i>Will Generator be used?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Is Cooking Hood System installed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>What type(s) of fuel does appliance(s) use?</i> <input type="checkbox"/> Electric <input type="checkbox"/> Gas	
<i>What type of appliance(s) will be used?</i> <input type="checkbox"/> Deep Fryer <input type="checkbox"/> Griddle <input type="checkbox"/> Stove <input type="checkbox"/> Other (Describe): _____			
<i>Name of Person or Entity Listed on Vehicle Registration:</i>			
<i>Vehicle Registration Number:</i>	<i>Expiration Date:</i>	<i>License Plate:</i>	
<i>VIN:</i>			
<i>Vehicle Insurance Carrier:</i>	<i>Policy Number:</i>	<i>Expiration Date:</i>	
4. ACKNOWLEDGEMENTS			
<p>I certify that the above information is true and correct to the best of my knowledge. I understand that the City of Gonzales officials, Gonzales Fire Department, and/or the Gonzales Police Department is authorized to suspend or revoke a Food Truck Vendor's License issued under the provisions of its City Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of Gonzales City Code, the International Building Code or International Fire Code as adopted by the City of Gonzales. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of Gonzales ordinances and State of Louisiana Revised Statutes. I understand that I must report any change in business ownership, operation, and/or address immediately.</p>			
<i>Signature:</i>			<i>Date:</i>

1. REQUIRED ATTACHMENTS		TO BE COMPLETED BY STAFF
<ul style="list-style-type: none"> Photograph of Vehicle/Trailer. A photo of the mobile food truck indicating the dimensions. No food truck or food trailer can exceed 26 feet in length or 9 feet in width. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Valid Vehicle Registration. A copy of the food truck and trailer's valid registration with their corresponding State's Department of Motor Vehicles. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Vehicle Insurance. A copy of automobile insurance for the mobile food truck, providing insurance coverage for any auto mobile accident that may occur while driving on the road. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Health Department Permit. All approvals, inspections, and certificates required by the State Department of Health. For questions regarding the State Health requirements, please call 225-644-9030. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ascension Parish Sales and Use Tax Authority. Copy of Certificate of registration with Ascension Parish Sales and Use Tax Authority. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Louisiana Department of Revenue & Taxation. Copy of registration information with the Louisiana Department of Revenue & Taxation. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Commercial General Liability Insurance. A copy of your commercial general liability insurance coverage policy with liability coverage of at least \$500,000, providing insurance coverage for any accident that may occur while selling your food and conducting your business private property and within the City's public rights-of-ways. This coverage must be valid at the time of application and throughout the year when the permit is valid. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Hold Harmless Agreement. Executed by the applicant. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Home-Based Business/Certificate of Occupancy. A copy of a home-based business certificate of occupancy. If the food truck is associated with an existing food establishment, the food establishment's certificate of occupancy may be used. (Note: No Home-Based Business/Certificate of Occupancy is required if the Applicant's business address is located outside of the City of Gonzales.) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Occupational License. Copy of occupational license or a certificate of exemption if exempt. (Note: No Occupational License is required if the Applicant's business address is located outside of the City of Gonzales.) 	<input type="checkbox"/>	<input type="checkbox"/>
2. REQUIRED INSPECTIONS / FORMS		TO BE COMPLETED BY STAFF
<ul style="list-style-type: none"> Fire Department Inspection. Gonzales Fire Department will inspect all vehicles after applications are submitted. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Property Owner Permission Form. The food truck and trailer operator shall obtain the property owner's written permission to utilize the property for food truck and trailer operations prior to commencement of business and shall present a copy of such written permission upon request. An agreement must be provided for each location of operation. 	<input type="checkbox"/>	<input type="checkbox"/>
3. ACKNOWLEDGEMENTS		
<p>I certify that the above information is true and correct to the best of my knowledge. I understand that the Office of Planning and Development or the City of Gonzales is authorized to suspend or revoke a Food Truck Vendor's License issued under the provisions of its Unified Development or City Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the Gonzales City Code, the International Building Code or International Fire Code as adopted by the City of Gonzales. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of Gonzales ordinances and State of Louisiana Revised Statutes. I understand that I must report any change in business ownership, operation, and/or address immediately.</p>		
Signature:	Date:	

HOLD HARMLESS AGREEMENT CITY OF GONZALES FOOD TRUCK VENDOR'S LICENSE

WHEREAS, the undersigned has made application for a Food Truck Vendor's License in the City of Gonzales,

NOW, THEREFORE, in consideration of the privileges and license granted by the City of Gonzales the undersigned hereby agrees to indemnify and hold harmless the City of Gonzales, its elected officials, officers, employees, and agents from and against any and all claims, demands, suits, judgements, and sums of money to any party accruing against the City of Gonzales, its elected officials, officers, employees and agents for loss of life or injury or damage to persons or property arising out of or in connection with the operations or licensing of the undersigned.

This agreement executed this _____ day of _____, 20____.

FOOD TRUCK VENDORS:
<i>Signature:</i>
PERSONALLY GUARENTEED BY:
<i>Signature:</i>

OWNER'S AUTHORIZATION LETTER

Food Trucks: Please use this form for all site-specific requests upon which you plan to conduct business.

To the Department of Planning and Development:

I/we, the undersigned, hereby certify that I/we am/are the owner(s) of the above described property and have given the consent to _____, its employees, or agents to use my property located at _____ in the City of Gonzales, Louisiana exclusively for the purpose to set up and operate a food truck/trailer on my/our property. Consent is revocable in the event the property is sold, under new management or the user fails to meet any agreed upon terms or conditions.

This agreement executed this _____ day of _____, 20____.

1. FOOD TRUCK AND TRAILER INFORMATION	
<i>Name of Mobile Food Truck Using Property:</i>	
<i>Contact Name:</i>	<i>Phone:</i>
<i>Signature:</i>	
2. PROPERTY OWNER/MANAGER INFORMATION	
<i>Property Owner's Name:</i>	
<i>Address:</i>	<i>Phone:</i>
<i>Signature:</i>	

EXHIBIT A

Fee Schedule

Fire Inspection Fee: \$50
Annual Permit Fee if purchased between January 1st-June 30th: \$500
Annual Permit Fee if purchased between July 1st-December 31st: \$350

- Fees are non-refundable.
- Additional fees may apply based on specific local regulations or additional inspections.
- These fees do not include fees for occupational licenses, health department licenses, etc.
- Payment methods accepted for City of Gonzales payments: cash, credit/debit card, or check.