



Office of the City Manager
City of Covington, KY
20 West Pike Street, Covington, KY 41011
Phone: (859) 292-2133 | Email: info@covingtonky.gov

Mobile Food Vending Services Permit Application Information

As authorized by Commissioners' Ordinance No. O-02-20.

A valid Mobile Food Vending Services Permit is required to operate a Mobile Food Unit within the City. This permit is shall be obtained in addition to the Business Regulatory License required under Covington Code of Ordinances §10.21.

- Mobile Food Vending Services Permits are issued on a per Mobile Food Unit basis.
- Mobile Food Vendors are required to apply for and obtain a SEPARATE Mobile Food Vending Services Permit for EACH individual Mobile Food Unit it operates.
- Mobile Food Vending Services Permits are valid for the calendar year the permit is issued, unless otherwise invalidated, revoked, or terminated prior to the end of that calendar year.
- Mobile Food Vendors MUST REAPPLY (including payment of all applicable fees) each calendar year.

All applications for Mobile Food Vending Services Permits must be submitted to the City Manager. It is important that you complete this application fully and attach all required documentation as outlined below.

Submittal Requirements for EACH Mobile Food Unit:

1. One (1) completed Mobile Food Vending Services Permit Application;
2. One (1) copy of the required Certificate of Insurance;¹
3. One (1) copy of the required State Approval;
4. One (1) copy of the required County Approval;
5. One (1) copy of the required Proof of Health Department Approval; and
6. \$500.00 non-refundable permit application fee.²

Mobile Food Unit services on City-owned property shall be limited to the rights-of-way and defined parking lots described in the mobile food vending service boundaries. The following rights-of-way and City-owned parking lots are permissible parking areas for Mobile Food Units:

- Philadelphia Street from 4th Street to 7th Street
- Madison Avenue from Rivercenter Blvd to 8th Street
- 7th Street between Washington Street and Madison Avenue
- Bill Cappel Sports Complex - City-owned parking lot
- 8th Street between Greenup Street and Garrard
- Southern Avenue between Church and Caroline Avenue
- Main Street from West 11th Street to Martin Luther King Jr. Blvd

If demand for Mobile Food Units exceeds available spaces within the defined locations, the City will issue permits on a first-come, first-served basis. Mobile Food Unit services on other City-owned property shall be limited to areas approved on a City Special Event Permit. Mobile food service on private property shall be limited to the zones permitted in the Covington Zoning Ordinance, and require written permission of the property owner.

***See City of Covington Code of Ordinances Chapter 111, Sections 111.550 to 111.558
for regulations governing Mobile Food Vending Services.***

¹ The Mobile Food Vendor must provide a Certificate of Insurance listing the City of Covington as an additional insured. The minimum liability limit of the policy shall be one million dollars (\$1,000,000.00).

² The permit fee for permits issued after July 1 is \$250.00 per Mobile Food Unit for the remainder of that calendar year.



Mobile Food Vending Services Permit Application

Please submit ALL required documents and application fee payments to:

Office of the City Manager
20 West Pike Street, 2nd Floor
Covington, KY 41011

Applicants are advised to review and comply with ALL requirements of City of Covington Code of Ordinances Chapter 111, Sections 111.550 to 111.558 – Mobile Food Vending Services.

Application Date: _____, 20____

Section 1: Applicant Information

Applicant Name: _____

Mobile Food Truck/Business Name: _____

Federal EIN: _____ Covington Occupational License No.: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Mobile Food Unit Make, Model, Year: _____

License Plate No.: _____ License Plate State: _____ VIN: _____

Section 2: Location Details

Please identify the location(s) where your Mobile Food Unit will be parked during operation:

☐ Mobile Food Vending Service Boundary

☐ Other City-Owned Property Address: _____

Please attach written permission from the City Special Event Permit holder.

☐ Private Property Address: _____

Is the Applicant the owner of the above private property? Yes ☐ No ☐

If no, please attach written permission from the property owner.

Section 3: Submittal Requirements

Please attach to this application one (1) copy of each of the following documents:

1. Certificate of Insurance;
2. Proof of State Approval;
3. Proof of County Approval; and
4. Proof of Health Department Approval.

Section 4: Permit Application Fee per Mobile Food Unit (Non-Refundable)

The application fee for permits issued January 1 through June 30 is \$500.00.

The application fee for permits issued July 1 through December 31 is \$250.00.

Section 5: Applicant Signature

By submitting this permit application, the Mobile Food Vendor agrees to abide by all terms and conditions of Commissioners' Ordinance No. O-02-20 regulating Mobile Food Vending Services under City of Covington Code of Ordinances Chapter 111, Sections 111.550 to 111.558.

Authorized Agent (Please Print): _____ Title: _____

Authorized Agent (Signature): _____ Date: _____

RETURN THIS APPLICATION WITH ALL ADDITIONAL SUBMISSION REQUIREMENTS TO THE CITY MANAGER'S OFFICE
MAKE CHECK PAYABLE TO CITY OF COVINGTON, KY

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OFFICIAL USE ONLY

Date Received: _____, 20__

Date Reviewed: _____, 20__

Permit Application Fee Received: \$500.00 ☐ \$250.00 ☐ No ☐

Payment Type: Cash ☐ Check ☐ Credit Card ☐

Certificate of Insurance Received: Yes ☐ No ☐

State Approval Received: Yes ☐ No ☐

Local Approval Received: Yes ☐ No ☐

Health Department Approval Received: Yes ☐ No ☐

Location Requested:

☐ Mobile Food Vending Service Boundary

☐ Other City-Owned Property – Is a copy of the Special Event Permit attached? Yes ☐ No ☐

☐ Private Property – Is a copy of the written permission of property owner attached? Yes ☐ No ☐

Outstanding Delinquent Accounts/Liabilities: Yes ☐ No ☐ (If yes, attach documentation of delinquent status)

Notes/Conditions for Approval:

APPROVED ☐

APPROVED WITH CONDITIONS ☐

DENIED ☐

Signature of City Manager: _____ Date: _____, 20__

Mobile Food Vending Services Permit No. _____

Permit Issued: _____, 20__

Permit Expires: _____, 20__