

Date Applied: _____
 Date Issued: _____
 Dept. Approval: _____

**Location of Food Truck
 Application**
 BUILDING DEPARTMENT
 CHARTER TOWNSHIP OF CLINTON
 40700 Romeo Plank Rd.
 Clinton Township, MI 48038
 24 Hr. Insp. Line: (586)286-9320
 Direct Line: (586)286-9323
 Fax No.: (586)286-9484
 buildingpermits@clintontownship.com
 Office Hours: 8:30 a.m. – 4:30 p.m.
 MONDAY THROUGH FRIDAY

ORDINANCE PERMIT

Permit No. _____
 Permit Fee \$ _____
 Receipt No. _____

Authority: Int'l Fire Code/ Ord
 Completion: Mandatory to obtain Permit
 Penalty: Permit will not be issued

I. ADDRESS OF LOCATION

Street Address		Phone Number	
Name of Owner of Property		Lot/Bldg.#	Subdivision

II. APPLICANT INFORMATION

Indicate who the applicant is <input type="checkbox"/> Contractor <input type="checkbox"/> Property owner		Name		Phone Number	
Address(Street and Number)				EMAIL ADDRESS	
City				State	Zip Code

III. PROJECT DATA

DISTRICT LOCATION <input type="checkbox"/> Single Family <input type="checkbox"/> Commercial <input type="checkbox"/> Other _____ <input type="checkbox"/> Multi-Family <input type="checkbox"/> Industrial			Duration of Permit <input type="checkbox"/> 10 Day <input type="checkbox"/> 90 Day <input type="checkbox"/> 180 Day		
Dates of Proposed Use			DESCRIPTION OF USE (example: Neighborhood, Festival, Enhancing Current location)		
Township Board Approval (Contact the Building Department to see if required) <input type="checkbox"/> YES <input type="checkbox"/> NO Date of Twp. Board Approval _____					

IV. Applicant Signature

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the Charter Township of Clinton. All information submitted on this application is accurate to the best of my knowledge.

Signature of Applicant	Print Name	Date
------------------------	------------	------

V. Plan Review Comments or Conditions of Permit (Department Use Only)

Food Truck Location Permit Rules and Guidelines for Submittal

When applying for a Food Truck location permit you must provide the following:

- Completed application form
- 2 copies of the property plot plan, site plan or **SCALED** drawing showing the proposed location of your food truck setup, adjoining roads, structures on property, parking spaces, passage lanes and easements
- A copy of the applicant's Driver's License
- Signature of the owner/operator of any food establishment within 300' of the property line of the proposed location.

Fees:

- Initial Location Permit- \$75
- Renewal Permit- \$50 (**application for a renewal must be received within 1 year of application for the original location and must be the same location**)

Important Information:

IMPORTANT: All food trucks being used in conjunction with this permit must have a current license with the Macomb County Health Department and a current license at the Clinton Township Fire Department.

Commercial

- Township sponsored events do not require a Location of Food Truck event as they are part of Board approvals for those events.
- The Building Official has the right to send any applicant to the Township Board for approval at his discretion.
- Food Truck must be located over an area which has a hard surface (for example: concrete, asphalt, gravel) and meet any Fire Dept requirements regarding access and distances from buildings.
- Blocking of Passage lanes or Fire Lanes is prohibited
- Blocking of parking spaces is allowed if the spaces are not part of the minimum parking requirements for the site and at the discretion of the Building Official.

Residential

- Food Truck must be located over an area which has a hard surface (for example: concrete, asphalt, gravel or patio blocks) and meet any Fire Dept requirements regarding access and distances from buildings.
- Location on a public street must be legally parked and not obstruct traffic flow or cause any hazard.
- All of these requirements and approval of the location are at the discretion of the Building Official or designee.