

## INFORMATION FOR TRANSIENT MERCHANT FOR A FOOD TRUCK LICENSE

This information packet is designed to help guide applicants through the process of obtaining a Transient Merchant License (as allowed in Town Code 10-201) for a food truck.

**STEP 1:** Come to the Clerk-Treasurer's Office with a government-issued identification card and complete the application. A \$25.00 NON-REFUNDABLE fee is required at the time of application. This fee is to perform the background check. This fee will not be applied to the cost of the license which is a separate fee. Once completed, the application is sent to the Munster Police Department to perform the background check. This generally takes between two and ten days to complete. **A SEPARATE BACKGROUND CHECK MUST BE COMPLETED FOR EACH WORKER.**

**STEP 2:** The Office of the Clerk-Treasurer will call you with the results of the background check. If approved by the Munster Police Department, the Munster Fire Department will contact you to schedule the vehicle inspection. Inspection information is included in this packet.

**STEP 3:** Submit the following documents to the Clerk-Treasurer's Office.

- A copy of the applicant's Lake County Indiana Health Department Permit
- Signed letter(s) from the property owner(s) granting permission for the applicant to operate on their property. The letter(s) must include the date(s), hours, and location(s) for which permission is granted. **NOTE:** Town Code Sections 26-511, 26-531, 26-551, and 26-571 permit operation of food trucks only in areas zoned as business or manufacturing.

**STEP 4:** Once the previous steps are completed, payment for the license will be accepted. Licenses are issued for one week (\$25.00), one month (\$40.00), or one year (\$75.00).

### Helpful Hints:

- ✓ Steps 1-3 must be completed before payment will be accepted for the license fee.
- ✓ The documents listed in Step 3 can be submitted at any time during the process. These can be submitted electronically to [achew@munster.org](mailto:achew@munster.org).
- ✓ Licenses will be site-specific based on the letter(s) from the property owner(s).
- ✓ No credit will be given for licenses issued earlier in the year once said license has expired.
- ✓ Background check results are good for one year.
- ✓ Vehicle inspection results are good for one year.

APPLICANT NAME: \_\_\_\_\_

APPLICANT PHONE NUMBER: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

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### Office use only

Initial and date each item as completed

Background check \_\_\_\_\_

Health certificate \_\_\_\_\_

Zoning verification \_\_\_\_\_

Fire Inspection \_\_\_\_\_

Letter(s) \_\_\_\_\_

**TOWN OF MUNSTER**  
**1005 Ridge Road**  
**Munster, IN 46321**

**DEPARTMENT OF POLICE**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Declined: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR TRANSIENT MERCHANT PERMIT**

Name of Applicant \_\_\_\_\_ Drivers  
(Please Print) License No. \_\_\_\_\_

\_\_\_\_\_  
Present Address City State Zip Phone

Addresses for past 10 years including City, State and Zip \_\_\_\_\_

What Company do you represent? \_\_\_\_\_

Product or Service to be rendered \_\_\_\_\_

Dates and location(s) of intended  
Solicitation \_\_\_\_\_

Do you have a criminal or misdemeanor arrest record (other than traffic violations)? Yes / No  
If Yes, please list any convictions:

Year of Arrest	Name of Charge	Location of Offense	Disposition
_____	_____	_____	_____
_____	_____	_____	_____

Description of vehicle to be used:  
Color Make Body License No. State  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above information is correct, and I understand that any falsification of this application or any violations of the Munster Town Ordinance governing soliciting may result in revocation of my permit, if said permit is issued.

Name & Phone # of contact person  
if different than applicant: \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_ Date: \_\_\_\_\_