



**Town of North East, Maryland**  
**Application for Commercial Occupation License for Mobile Ice Cream Vendor**  
**including sales of Ice Cream, Snow Cones, Soda or Candy from a food truck**  
**traveling on Town Streets within the Town of North East Corporate Limit**

**Instructions**

1. The following must be submitted to the North East Town Hall, 106 South Main Street, North East, Maryland.
  - ✓ APPLICATION - \$35.00 Town Fee
  - ✓ COPY OF YOUR HAWKERS/PEDDLERS LICENSE
  - ✓ COPY OF YOUR CURRENT VEHICLE AND LIABILITY INSURANCE
  - ✓ COPY OF ALL DRIVERS LICENSES OF ALL PERSONS WHO WILL OPERATE THE MOBILE ICE CREAM VENDOR VEHICLE WITHIN THE TOWN LIMITS
  - ✓ HEALTH DEPARTMENT INSPECTION VERIFICATION (IF FOOD IS BEING PREPARED)
  - ✓ PHOTO OF YOUR MOTOR VEHICLE UTILIZED FOR THE BUSINESS

Acceptance of Application by staff DOES NOT indicate application approval. Incomplete applications will NOT be processed.

**\*\*Please note no stopping, parking and/or selling on North Main Street, South Main Street, North East Community Park, Herring Snatchers Park or Turner Park.**



**COMMERCIAL OCCUPATION LICENSE APPLICATION - TOWN OF NORTH EAST**  
**P.O. BOX 528 / 106 SOUTH MAIN STREET**  
**NORTH EAST, MARYLAND 21901-0528**  
**PHONE 410-287-5801 / FAX 410-287-8267**

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**THIS APPLICATION IS FOR A COMMERCIAL OCCUPATION LICENSE FOR SALES OF ICE CREAM, SNOW CONES, SODA OR CANDY FROM A FOOD TRUCK ON THE TOWNS PUBLIC STREETS**

**PART 1. APPLICANT INFORMATION (PLEASE PRINT CLEARLY)**

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

APPLICANT ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**PART 2. NEW BUSINESS INFORMATION**

NAME OF NEW BUSINESS: \_\_\_\_\_

NAME OF BUSINESS OWNER: \_\_\_\_\_

BUSINESS OWNER'S HOME ADDRESS: \_\_\_\_\_

BUSINESS OWNER'S SS# \_\_\_\_\_ DRIVER'S LICENSE # \_\_\_\_\_

DRIVER'S LICENSES OF ALL PERSONS WHO WILL OPERATE THE MOBILE ICE CREAM VENDOR VEHICLE WITHIN THE TOWN LIMITS: \_\_\_\_\_

FEDERAL TAX IDENTIFICATION# \_\_\_\_\_

STATE SALES TAX & BUSINESS LICENSE # ISSUED BY STATE: \_\_\_\_\_

**PART 3. VEHICLE INFORMATION**

MAKE/MODEL OF MOBILE ICE CREAM VENDOR VEHICLE: \_\_\_\_\_

STATE OF VEHICLE TAG \_\_\_\_\_ TAG # \_\_\_\_\_

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DESCRIPTION OF NEW BUSINESS (*Please be specific; only uses that are outlined by the applicant in this section will be permitted.*) \_\_\_\_\_

**Proposed Sales shall include:**

- ( ) SOFT SERVE AND SCOOPED ICE CREAM      ( ) PRE-PACKAGED ICE CREAM BARS
- ( ) SNOW CONES                                      ( ) SODA/WATER (NON-ALCOHOLIC BEVERAGES)
- ( ) CANDY

DAYS OF OPERATION: \_\_\_\_\_

HOURS OF OPERATION (HOURS ARE LIMITED TO 11AM TO 7PM): \_\_\_\_\_

WILL SIGNS BE USED IN CONJUNCTION WITH THE NEW BUSINESS?: YES / NO

**I HAVE READ AND UNDERSTAND THE FOLLOWING AND ACKNOWLEDGE BY PLACING MY INITIALS:**

- \_\_\_\_\_ HOURS OF OPERATION ARE LIMITED TO 11 AM – 7 PM
- \_\_\_\_\_ SELLING OPEN AIR PREPARED FOODS IS PROHIBITED OTHER THAN SOFT SERVE ICE CREAM OR HAND DIPPED ICE CREAM.
- \_\_\_\_\_ PARKING ON THE PUBLIC STREETS IS STRICTLY PROHIBITED
- \_\_\_\_\_ PARKING OR SALES IN PUBLIC PARKING AREAS IS STRICTLY PROHIBITED
- \_\_\_\_\_ PARKING OR SALES WITHIN THE TOWNS PARKS IS STRICTLY PROHIBITED
- \_\_\_\_\_ THE VEHICLE UTILIZED FOR THIS BUSINESS SHALL BE LABELED WITH THE BUSINESS NAME
- \_\_\_\_\_ PRICES OF THE ICE CREAM, SNOW CONES OR CANDY SHALL BE VISIBLE TO ALL PEDESTRIANS
- \_\_\_\_\_ IF APPLICANT DAMAGES THE PUBLIC STREET, CURBING OR SIDEWALK, APPLICANT SHALL BE RESPONSIBLE FOR ALL REPAIRS
- \_\_\_\_\_ THIS APPLICATION IS LIMITED TO SALES WITHIN THE TOWN OF NORTH EAST CORPORATE LIMIT
- \_\_\_\_\_ SIGNS SHALL BE LIMITED TO ADVERTISING THE NAME OF THE BUSINESS ON THE MOTOR VEHICLE, AND BE IN COMPLIANCE WITH MOTOR VEHICLE LAWS
- \_\_\_\_\_ I UNDERSTAND THAT A BACKGROUND CHECK WILL BE COMPLETED BY THE TOWN OF NORTH EAST AND THAT THE NORTH EAST POLICE DEPARTMENT MUST DEEM THE RESULTS SATISFACTORY PRIOR TO THE ISSUANCE OF A COMMERCIAL OCCUPATION LICENSE FROM THE TOWN OF NORTH EAST.
- \_\_\_\_\_ TOWN RESERVES THE RIGHT TO REVOKE THE COMMERCIAL LICENSE FOR NON-COMPLIANCE WITH TOWN REGULATIONS, MARYLAND TRAFFIC REGULATIONS/CODES; OR STATE AND/OR FEDERAL REGULATIONS.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

PLANNING OFFICE SHALL VERIFY THE FOLLOWING HAVE BEEN OBTAINED:

- \_\_\_\_\_ COPY OF ALL CURRENT DRIVERS LICENSES OPERATING MOBILE ICE CREAM VEHICLE
- \_\_\_\_\_ COPY OF CURRENT LIABILITY INSURANCE
- \_\_\_\_\_ COPY OF CURRENT HAWKERS/PEDDLERS LICENSE
- \_\_\_\_\_ MAKE/MODEL AND TAG NUMBER OF THE MOTOR VEHICLE BEING UTILIZED
- \_\_\_\_\_ HEALTH DEPARTMENT INSPECTION VERIFICATION (IF FOOD IS BEING PREPARED)
- \_\_\_\_\_ A PHOTO OF THE VEHICLE UTILIZED FOR THE BUSINESS
- \_\_\_\_\_ SATISFACTORY BACKGROUND CHECK (NEPD)

THE FOLLOWING REGULATIONS ARE APPLICABLE AND THE OFFICE HAS VERIFIED THE APPLICANT HAS ACKNOWLEDGED BY INITIALLING THAT THEY HAVE READ:

- 1) HOURS OF OPERATION ARE LIMITED TO 11 AM – 7 PM
- 2) SELLING OPEN AIR PREPARED FOODS IS PROHIBITED OTHER THAN SOFT SERVE ICE CREAM OR HAND DIPPED ICE CREAM.
- 3) PARKING ON THE PUBLIC STREETS IS STRICTLY PROHIBITED
- 4) PARKING OR SALES WITHIN PUBLIC PARKING AREAS IS STRICTLY PROHIBITED
- 5) PARKING OR SALES WITHIN THE TOWNS PARKS IS STRICTLY PROHIBITED
- 6) THE VEHICLE UTILIZED FOR THIS BUSINESS SHALL BE LABELED WITH THE BUSINESS NAME
- 7) PRICES OF THE ICE CREAM, SNOW CONES, SODA OR CANDY SHALL BE VISIBLE TO ALL PEDESTRIANS
- 8) IF DAMAGE TO THE PUBLIC STREET, CURBING OR SIDEWALK OCCURS THE BUSINESS OWNER SHALL BE RESPONSIBLE FOR ALL REPAIRS.
- 9) THIS APPLICATION IS LIMITED TO WITHIN THE TOWN OF NORTH EAST CORPORATE LIMIT
- 10) SIGNS SHALL BE LIMITED TO ADVERTISING THE NAME OF THE BUSINESS ON THE MOTOR VEHICLE, AND BE IN COMPLIANCE WITH MOTOR VEHICLE LAWS
- 11) TOWN RESERVES THE RIGHT TO REVOKE THE COMMERCIAL LICENSE FOR NON-COMPLIANCE WITH TOWN REGULATIONS, MARYLAND TRAFFIC REGULATIONS/CODES; OR STATE AND/OR FEDERAL REGULATIONS.

\_\_\_\_\_  
TOWN APPROVAL

\_\_\_\_\_  
DATE