

CITY OF BUFFALO – LICENSE APPLICATION



65 Niagara Sq. City Hall Room 301 Buffalo, NY 14202
Phone (716) 851-4078 Fax (716) 851-4952

MOBILE FOOD VEHICLE INSTRUCTIONS

REQUIREMENTS

MOBILE FOOD VEHICLE ("MFV")

A commercially manufactured, self-contained, motorized mobile food unit in which ready-to-eat food is cooked, wrapped, packaged, processed or portioned for service, sale or distribution.

1. **Motor Vehicle Registration** from NYS Motor Vehicle Department
2. **Valid Motor Driver's License** of each vehicle operator from NYS Motor Vehicle Department
3. **Criminal background check** of the applicant and each corporate officer.
4. **Erie County Health Permit**
5. **Insurances:** Coverage of not less than one million dollars (\$1,000,000) per occurrence.
All insurance coverage must contain proof of a thirty (30) day cancellation clause with the certificate holder as City of Buffalo and Office of Licenses, 301 City Hall, Buffalo, NY 14202.
 - a) Public liability
 - b) Food products liability
 - c) Property insurance
 - d) Worker's Compensation Insurance **or** a Exemption Certificate when there are no employees.
6. Provide a **PHOTO** of food truck
7. **FEE:** \$800

After you application is accepted, a fire inspection approval is required. (Office of License processes it.)
Common Council approval is also required, which the Office of License will process.

RESTRICTIONS

1. Must operate at least 100 ft from an open licensed food establishment.
2. Must abide by parking/traffic laws.
3. Must carry on the vehicle a 'measuring wheel' with a measuring capacity of no less than 500 ft.
4. Vehicle must be equipped with trash receptacles.
5. Must operate 500 ft away from a sanctioned Special Event
6. Not valid in the Special Downtown District.
7. Not valid to operate a mobile food truck on private property (must obtain a Stationary Peddler's License)

CITY OF BUFFALO - MOBILE FOOD VEHICLE APPLICATION



65 Niagara Sq. City Hall Room 301 Buffalo, NY 14202
Phone (716) 851-4078 Fax (716) 851-4952

Food Truck License expires on April 1.

Type of Entity: ☐ Sole Proprietor ☐ Corporation ☐ Partnership ☐ Limited Liability Company

Corporation Name _____ **Business Phone** () ____ - ____

Business Name (dba) _____ **Business Fax** () ____ - ____

Business Address (no PO Box) _____

Mailing Address (if different) _____

NYS Tax ID # _____ **Business Website** _____ **E-Mail** _____

Information for applicant and each corporate officer

Applicant (last, first) _____ **Home Phone** _____

Home Address: (PO Box not acceptable) _____

Corporate officer (last, first) _____ **Home Phone** _____

Home Address: (PO Box not acceptable) _____

Include the following documentation:

1. **Motor Vehicle Registration** from NYS MVD
2. **Valid Motor Driver's License** of each vehicle operator from NYS MVD
3. **Criminal background check** of the applicant and each corporate officer
4. **Erie County Health Permit**
5. **Insurances:** a) **Public Liability** b) **Food Products Liability** c) **Property Insurance**
Coverage of not less than \$1,000,000 per occurrence. Insurance coverage must contain proof of a thirty (30) day cancellation clause with the certificate holder as City of Buffalo/Office of Licenses, 301 City Hall, Buffalo, 14202.
6. **Worker's Compensation Insurance** or, if no employees, an Exemption Certificate at www.wcb.state.ny.us
7. **FEE: \$800** (Renewed yearly at \$500.)

Subscribed and sworn to before me this
____ day of _____ 20 ____

Commissioner of Deeds in and for the
City of Buffalo, New York

I AM AWARE OF THE FOLLOWING RESTRICTIONS:

abide by parking/traffic laws; must operate from streets and public property and at least 100 feet from an open licensed food establishment; has a 'measuring wheel' with a capacity of no less than 500 feet; vehicle must be equipped with trash receptacles; permanently and prominently affix to the vehicle the issued decal; operate 500 feet away from a sanctioned Special Event; not valid in the special Downtown District. *I am aware of the obligation to provide timely notice of any change in required information.*

As an authorized agent of the entity identified above, I certify the information on this form is true, correct, complete and current to the best of my knowledge and belief.

Name and signature of applicant and each corporate officer

Print Name _____

Signature _____ **Date** _____

For office use only

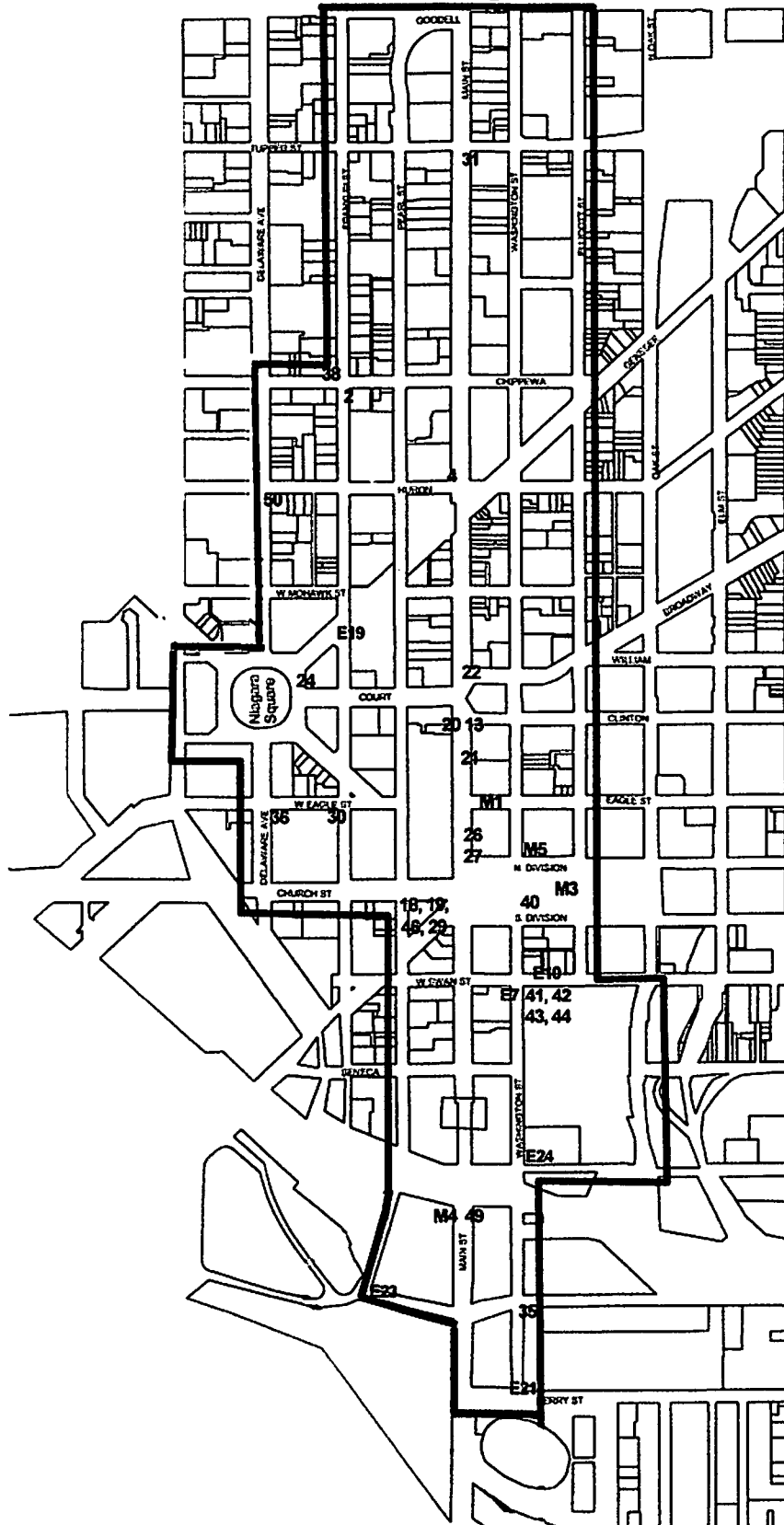
App No _____

Medallion # _____

Date issued: _____

2014-2015 Special District Vending

Map of Vending Sites



ROCHESTER

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FOOD TRUCKS

****Due to the COVID-19 outbreak and declared State of Emergency in the City of Rochester, along with guidance from the Monroe County Department of Health, City Hall is closed to the public. Unfortunately, we are unable to issue licenses at this time. If you have any questions, please call the Clerk's Licensing Office at (585) 428-6617. We appreciate your patience.***

Food Truck/Trailer/Cart Vending

On June 1, 2013, the City of Rochester's first-ever Food Truck Pilot Program launched Downtown. This page is a resource for vendors interested in participating in the program and food truck/trailer/cart vendors looking for licensing information and policies on vending in the city.

What type of license do I need to operate a food truck/trailer/cart?

Vending in the City of Rochester is governed by **Chapter 60 of the Code of the city of Rochester**. You will need a solicitor's license to vend at approved locations within the city.

How do I apply for a solicitor's license to operate a food truck/trailer/cart?

1. Fill out an application.

Applications are available at: The City Clerk's Licensing Office, City Hall Room 100A. Along with the application, you must attach:

- Minimum of \$1,000,000 comprehensive liability insurance coverage,
- New York State Sales Tax Certificate,
- New York State Health Department permit, and
- List of all employees' names and a photo copy of their

MAY WE SUGGEST

Special Event Permits

Mobile Food Truck Fire
Safety Information

Genesee Valley Field
House

Reserving City
Recreation Facilities

Liquor License Notices

Building Permits

Certificate of Occupancy

Neighborhood and
Business Development
Operations during
Coronavirus Outbreak

City of Rochester –
Trademark & Copyrights

Business Permits

Handicap Parking
Permits

Passports

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have questions, email Firefighter Kucewicz for information.

3. Pass an inspection conducted by the License Investigation Unit of the Rochester Police Department and the Fire Safety Division of the Rochester Fire Department.

Note: It could take up to 30 days to process the application, please plan accordingly.

What is the cost of a solicitor's license?

- \$7: Application fee (which is deducted from the licensing fee)
- \$1,000: Fee for license to vend from a truck in Center City locations and approved locations outside of Center City
- \$330: Fee for license to vend from a truck only in approved locations outside of the Center City
- \$750: Fee for license to vend from a cart in Center City locations and approved locations outside of Center City
- \$250: Fee for license to vend from a cart only in approved locations outside of the Center City
- \$56: Three-day Special Promotion Event Solicitor License
- \$100: Special Promotion Event Solicitor License for the calendar year
- \$24: The fee for each identification badge except for one badge issued with the license at no cost
- \$10: Fee for each replacement license or identification badge
- All food trailer vendors shall pay an annual fee based on one of the following three options:
 - - a. \$100 for vending at private events pursuant to Chapt. 60-10 and at events conducted on private property pursuant to a temporary zoning permit issued pursuant to Zoning Code Chapt. 120-149 (A)(10);
 - b. \$100 for vending only at special events authorized in accordance with Chapt. 60-9; or
 - c. \$150 for vending at all events fitting within either of the two categories described in clauses (a) and (b) above.

Food Trucks in the Center City District

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restrictions during special events.

- Alexander St. (south of East Ave.): 2 trucks
- Andrews St. (opposite Water St.): 2 trucks
- *Broad St. (west of South Ave.): 2 trucks - temporarily closed due to construction*
- Elm St. (east of S. Clinton Ave.): 5 trucks
- East Ave. (north of Stillson St.): 2 trucks
- Court St. (east of Chestnut St.): 2 trucks
- Cascade Dr. (north of Industrial St.): 2 trucks
- St. Mary's Place (north of Woodbury Blvd.): 1 truck only
- State St. (south of Morrie Silver Way): 5 trucks
- Pleasant St. (east of N. Clinton Ave.): 3 trucks

Outside of the Center City District

Food Truck Vending is allowed in legal parking spots that comply with Chapter 60 of the City Code.

The Harbortown District

Food truck vending is currently prohibited.

Parks

Food truck vending requires an additional permit from the County or the City depending on the park.

For the following parks, contact the City of Rochester Department of Recreation and Youth Services at (585) 428-6755

- Cobbs Hill Park
- Martin Luther King Jr. Park at Manhattan Square
- Durand Beach
- Genesee Valley Park West

For the following parks, contact: Monroe County at (585) 753-7275

- Highland Park
- Seneca Park
- Genesee Valley Park East
- Durand Eastman Park (south of Lakeshore Blvd)
- NOTE: Vending is prohibited at Ontario Beach Park because it is part of the Harbortown district.

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Zoning Compliance (CZC) issued by the Director of Buildings and Zoning. To apply for a CZC, please call (585) 428-7044.

Public Market

Vending at the Public Market requires authorization from the Supervisor of the Public Market. Vendors at the Market do not need a solicitor's license, but must have all other applicable inspections. Vending at the Public Market requires authorization from the Supervisor of the Public Market. Vendors at the Market do not need a solicitor's license, but must have all other applicable inspections. Contact Cindy DeCoste at (585) 428-6907 or publicmarket@cityofrochester.gov

Special Events

Vending is allowed within footprints of events that have been issued a permit by the Office of Special Events. Event organizers should deal directly with the Special Events Office when food trucks will be present. If you have any questions about food trucks at special events, call Kara Osipovitch at (585) 428-6733 or send her an email: kara.osipovitch@cityofrochester.gov

Food Truck Program Report 2014

Food Vending Chapter 60

More questions?

Contact the City Clerk's Licensing Office at (585) 428-6617 or fill out the **Food Truck Question Form**.

SEE ALSO

Permits and Licenses

Map:
City
Hall,



SEARCH:

ROCHESTER

SPECIAL EVENT PERMITS

Festivals, Parades, Moving Athletic Events, Block Parties and other Special Events in Rochester

****For a listing of major special events in Rochester and their current status due to the coronavirus, please refer to www.cityofrochester.gov/majorevents ****

If you are considering holding an event in 2020 and have not yet been in contact with the Office of Special Events, please send an email to Kara Osipovitch, Special Events manager.

The City of Rochester encourages the occurrence of special events that enhance the quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors, and contribute to the dynamic

atmosphere of the community. It is the City's hope to offer applicants support in planning a wide variety of safe and successful events that will serve diverse audiences and create minimal disruption to the surrounding areas.



Festivals, Races /Walks, parades, concerts, film shoots, fireworks displays, rallies, demonstrations, and block parties (all block parties are required to end by dusk), etc require a Special Event Permit.

Before you begin to plan your event, please contact the Office of Special Events as early in the process as possible so that staff can help make your event as successful as it can be.

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Permits and Licenses

Bureau of
Communications and
Special Events

Things To Do

Special Event Resources

Special Event Funding
Application - SEFA

Freedom of Information -
City Records Access
(FOIL)

Genesee Valley Field
House

Reserving City
Recreation Facilities

Liquor License Notices

Building Permits

Youth Employment
Services

Certificate of Occupancy

Housing Rehabilitation
and Repair Programs

Neighborhood and
Business Development
Operations during
Coronavirus Outbreak

Job Opportunities with
the City of Rochester, NY

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into the Office of Special Events and they must be submitted with fee paid, site plans, insurance, all detail, etc. With more than 500 events to process each year, we cannot continue to accept applications for major events after this deadline. If you have not submitted an application by May 1, you will be looking toward a 2021 date.

Note: block parties are not included in this deadline; they will be accepted on a rolling basis as long as they are handed in one month prior to the date of the block party.

Applications and Requirements for a Special Event Permit

Complete the appropriate permit application in its entirety. Each application will guide you through what information and documentation is needed to secure a permit for your special event.

PLEASE NOTE: We can no longer accept incomplete applications.

Your application **WILL NOT** be accepted without the following components:

For ALL EVENTS, have you:

- included your **application fee**?
- included you **site plan**?
- had your **application notarized**?

For events serving alcohol, have you:

- included your **DRAM Insurance certificate and endorsement page**?
- included all the required **detail on your security company**?

For runs/walks/bike rides, have you:

- included a **map of the route**?
- included **turn by turn, written steps**?
- included copies of your **City Parks and County Parks application**?
- **emailed the route to us**?

SEARCH:

		Application
Moving Athletic (races, walks, bicycling event, etc)	\$100	Special Event Permit Application
Parade/Motorcade	\$100	Special Event Permit Application
Block Party (not permitted on Memorial Day Weekend, July 4th Weekend or Labor Day Weekend)	\$40	Block Party Permit Application Street Closing Petition
Film Shoots	\$70	First, contact the Rochester/Finger Lakes Film and Video Office. Then download the Film Permit

Events Utilizing Parks

If a park is within your event's footprint- whether it be for staging, registration, a race or walk, a portion or leg of your race/walk route, post-event activities, or for anything else- you need to have the use of that park approved by the City's Department of Recreation and Youth Services or by Monroe County's Department of Parks. This will ensure that the park is reserved for your use that day and that another event is not scheduled in conflict.

- City park: **Facilities Use Permit**
- Monroe County Park: Highland Park, Genesee Valley Park (east side), Ontario Beach Park, and parts of Durand Beach are maintained by the County and require a County permit *as well as* a City permit. Please contact Monroe County Parks at (585) 753-7281 or visit <http://www.monroecounty.gov/parks> for more information. If your event utilizes one of these county-run parks, you will need a permit from the county *before* you begin the special events process with the City.

Downtown Races and Walks

If you are planning a NEW race or walk on-street downtown,

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NEW IN 2018: At the discretion of the Director of Communication & under certain circumstances, the special event permit applicant or grantee shall provide the City with a refundable security deposit or unconditional letter of credit in an amount determined by the Director of Communications.

Download the policy.

City Code Amendment

In December 2012, City Council passed an ordinance that amended the City Code to add language regarding special event permits. The new language codifies many of the requirements already in place for special events permit applicants. Event organizers should be aware of two main changes. First, events are no longer allowed to charge admission to a closed city street. Waivers to this rule may be granted by the Director of Communications for an event that is held one time a year, and for one day only, upon finding that it will maintain reasonable free pedestrian access through the street closure area. Next, a block party is the only type of event that will require the use of the Street Closing Petition for street closure approval. Festivals and other events that request street closures will be reviewed by the Office of Special Events on a variety of factors.

Food Trucks at Special Events

A special event may have food truck vending within its footprint as long as the food truck has successfully completed the Rochester Fire Department's **Mobile Vehicle Safety Training & Inspection process**. Applicants should note the names of any food trucks planning to vend at their events on the special event application in the appropriate space.

If the event does not have a street closure or a clearly defined footprint (i.e. a sidewalk event), the City will work with the applicant to determine a safe spot for the food truck to vend.

If you have questions regarding food trucks at special events, call Kara Osipovitch at (585) 428-6733 or email her.

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Aviation Administration guidelines.

Street Preaching

The City is no longer issuing street preaching permits because, under the First Amendment, street preaching is a right of the people that does not require a permit. Preaching on the sidewalks is part of free speech protected under the First Amendment. [Learn more.](#)

Demonstrations

The City of Rochester and the Rochester Police Department are available to help organizers of demonstrations plan safe and successful events. To that end, the police department has prepared a document that should be consulted before planning a demonstration.

Rochester Police Department Demonstration Guidelines

Questions?

Contact the Office of Special Events at (585) 428-6690, email us, or come to City Hall, 30 Church Street, Room 203A.

SEE ALSO

Permits and Licenses

Map:
City
Hall,
30
Church
St.,
Rochester,
NY
14614
| Call:
585.428.5990 |
Email:



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of
Use](#) | [Fair
Housing](#) | [Equal](#)

BUFFALO


Special Events Applications

The Special Events Department is now accepting applications for 2020!

This page includes all of the necessary information required to submit a complete Special Events Application.

- A **Special Events Permit** is required for events that:
 - are expected to draw a large number of people due to their nature, interest, location, promotion or any combination of similar influences,
 - are held on public property or on private property that affects public property and;
 - require support and or resources from the City of Buffalo.
- All applications must be completed in-full at least **30 days prior** to the event

The following documents are required to complete your electronic submission for **ALL** events:

- Signed Hold Harmless Agreement
- Certificate of Insurance naming the City of Buffalo as additional insured as well as any managing partner of the venue
- If applicable to your event, the following documents may be required to complete your electronic submission :
 - Map of Garbage/Recycling Tote drop-off placement
 - Map of the event location in a City of Buffalo Park
 - Map of motorcade route and turn-by-turn directions
 - Detailed floor plan including tent placement
- The following documents must be submitted if you are serving alcohol at your event:
 - Copy of SLA Certificate or Completed SLA Application
 - Copy of SLA Landlord Authorization Form
- If you are selling food, you must also apply for a Temporary Food Stand Permit from the Erie County Department of Health
 - Erie County Temporary Food Stand Permit
- Additional approvals are needed if your event is held in one of the following Olmsted Parks or park facilities:
 - Cazenovia Park Casino  [Enable Google Translate](#)

- Parkside Lodge and/or adjacent Fenced-in Picnic & Lawn Bowling Areas
- Japanese Garden in Delaware Park, near The Buffalo History Museum
- Marcy Casino at Delaware Park
- Rose Garden at Delaware Park
- MLK Casino (upstairs)
- Please contact the Buffalo Olmsted Parks Conservancy at 716-838-1249, ext. 10 for additional information on how to obtain those approvals.

After the application is complete, the Special Events Department will send a breakdown of all costs associated with the event within ten (10) business days of submission. Once payment is received, the Special Events Advisory Committee will review for final approval. Following the Committee's approval, the Event Sponsor will receive all relevant permits and licenses for their event. The Special Events Advisory Committee meets every other Wednesday at 11am.

To apply for a Special Events Permit, click here.

Special Events Applications

- City Hall Use App 2019
- Hold Harmless Agreement - For City of Buffalo, Buffalo City Parks, Special Events and Parade Permits
- Niagara Square Use App 2019
- State of New York Department of Health Application Reminder (PDF).
- Temp Vendor App 2019



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Contact Us

Special Events Office

Email Special Events Office

Physical Address

65 Niagara Square
Room 612
Buffalo, NY 14202

Phone: 716-851-4004

Kerron Johnson

Special Events Coordinator

Email Kerron Johnson

Danielle Rizzo

Special Events Coordinator

Email Danielle Rizzo

City of Buffalo - 65 Niagara Square -
Buffalo, NY 14202

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