

Highland Heights Fire Department

Annual Mobile Food Unit (MFU) Vendor Permit Application

Pursuant to Chapter 732 of the City of Highland Heights Codified Ordinances, all Mobile Food Units (MFUs) shall submit an application to obtain an Annual Vendor Permit and/or a Special Event Permit from the Highland Heights Fire Department PRIOR to operation within the city of Highland Heights. A MFU may not operate on public property, including the right-of-way, until it has passed a Fire Department inspection to obtain a current-year Annual MFU Vendor Permit.

Vendors may contact the Highland Heights Fire Department at (440) 442-7406 to schedule an annual inspection beginning January 2nd of each year. All inspections shall be scheduled between the hours of 0800-1300 Monday through Friday in the rear parking lot of the Highland Heights Fire Department, located at 5827 Highland Road, Highland Heights, Ohio 44143.

- Annual inspections scheduled between the dates of January 2nd – May 31st of each year will be charged a fee of \$50.00 for an annual MFU vendor permit. No charge will be made to not-for-profit MFUs.
- Annual inspections scheduled after May 31st of each year will be charged a fee of \$100.00 for an annual MFU vendor permit. No charge will be made for not-for-profit MFUs.

All MFU Vendor Permits / Special Event Permits will expire at the end of the year on December 31st.

Please submit your completed permit application during the scheduled HHFD MFU inspection



HIGHLAND HEIGHTS FIRE DEPARTMENT

5827 Highland Road Highland Heights, Ohio 44143

440-442-7406 – email: tnelson@highlandhtsfire.com

MOBILE FOOD UNIT (MFU) ANNUAL PERMIT APPLICATION

Permit Fee: \$50 before May 31st, \$100.00 after May 31st

NAME DISPLAYED ON THE MOBILE FOOD UNIT: _____

MOBILE FOOD UNIT LICENSE PLATE: _____

OWNER OF MOBILE FOOD UNIT: _____

CONTACT INFORMATION FOR MFU OWNER:

• NAME: _____

• ADDRESS: _____

• EMERGENCY CONTACT PHONE NUMBER: _____

• EMAIL ADDRESS FOR ISSUANCE OF DIGITAL PERMIT / INSPECTION REPORT: _____

Applicant Signature : _____ Date: _____

Copies of the following required documents must be attached to your permit application

- Current year food service operation license from the Cuyahoga County Board of Health
- Current year third-party inspection form documenting the LPG tanks, piping system, and (when applicable) LPG appliances were inspected / tested in accordance with all required standards
- Proof of insurance / general liability coverage in the amount of at least \$1,000,000 naming the City of Highland Heights as additionally insured
- Additional required documentation may include other certifications or federal, state or local licensure depending on the type of operation being conducted