



## FOOD TRUCK/VENDOR GUIDE

All food vendors **MUST OBTAIN A CITY OF SIMPSONVILLE BUSINESS LICENSE** prior to operating at any location!!! Vendors must collect & remit Hospitality Tax

The City of Simpsonville offers three Business License options for Food Trucks:

- Annual License / Yearly
  - A onetime, yearly application set at a base rate of \$120 for the first \$1000 in gross sales plus \$2.00 for each additional \$1000 or fraction thereof.
- Special Event (One Time) License / Per Job or Event
  - A \$25 flat rate per license, per event (see note 1)
- Temporary Event/Sale Good for one location
  - This is good for one location for 30 days. Operations conducted in any part of a parking area shall be limited to 30 days. At least 30 days shall pass before the merchant may be permitted to be reestablished in any parking area within the city limits. (Temporary Use Standards 3.4.5 pg. 84 of City of Simpsonville Zoning ordinance) (SEE Note 2 if you already have Business License)

**Note 1:** If you are looking to attend multiple Residential Food Vendor or Special Events year, the Annual License might be a better option.

**Note 2:** You will still need a Temporary Event or Sale business license even if you have an annual license for one location for 30 days. We waive the fee for this since you have an Annual License

All food truck/vendors must be set up in locations as shows on the approved site plan provided in the Residential Food Event Application.

No Food Vendor or equipment shall be parked or set up in landscaped areas, sidewalks or walking paths, or within handicap parking locations. See link below for other guidelines and documents you need to submit.

[https://www.simpsonville.com/sites/default/files/fileattachments/administration/page/3381/zoning\\_district\\_ordinance\\_2024\\_official.pdf](https://www.simpsonville.com/sites/default/files/fileattachments/administration/page/3381/zoning_district_ordinance_2024_official.pdf)

Food Vendors are permitted to use a temporary A-Frame sign at the site of the event. Feather flags, yard signs or other signage are not permitted.



All food vendor vehicles are required to be inspected by the City of Simpsonville Fire Marshal prior to operating at any event.

For Inspections, please contact the Fire Marshal's office: 967-9545





## FOOD VENDOR GUIDE – How to Apply

1. Please visit the Simpsonville Portal to apply for a Special Event (One Time) or Annual License at or Temporary Event/Sale good for 30 days at same location:  
<http://evolve-public.infovisionsoftware.com/Simpsonville/?Portal=License>
2. A Special Event licenses is valid per event or each time you setup. An annual license is valid for the calendar year it is issued.
3. For a Special Event One Time License:
  - a) Select “New Application” / Category: “Non-Annual License”
  - b) Type: “Special Event (One-Time) License
  - c) Click each box acknowledging you are aware of the requirements
  - d) Complete each yellow field that applies
  - e) Select a contact type
  - f) Upload any addition documents as required
4. For an Annual License:
  - a. Select “New Application” / Category: Annual License
  - b. Type: New Home Occupation or New Outside City Business
  - c. Click each box acknowledging you are aware of the requirements
  - d. Provide the physical address for your business
  - e. Complete each field in yellow that applies
  - f. Select a contact type
  - g. Upload any addition documents as required

Please allow for 3-5 business days for processing of license.

Any vendor operating without the proper license can be subject to citations & fines up to \$500. Failure to obtain the proper license or failure to adhere to the above guidelines can result in the Residential Food Vendor Permit being revoked.



FOOD VENDOR GUIDE – How to Apply

5. For a Temporary Event or Sale License:

- a. Select “New Application” / Category: Non-Annual License
- b. Type: Temporary Business License
- c. Click each box acknowledging you are aware of the requirements
- d. Provide the physical address for your business
- e. Complete each field in yellow that applies
- f. Select a contact type
- g. Upload any addition documents as required

For more information regarding business licensing, please call 967-9526

Please allow for 3-5 business days for processing of license

Any vendor operating without the proper license can be subject to citations & fines up to \$500. Failure to obtain the proper license or failure to adhere to the above guidelines can result in the Residential Food Vendor Permit being revoked.





## FOOD TRUCK / VENDOR RESIDENTIAL GUIDE

### Requirements

*All Residential food vendor permittees MUST ENSURE ALL FOOD VENDORS ARE CURRENTLY LICENSED WITH THE CITY OF SIMPSONVILLE prior to operating at any location!!!*

*A clear & legible site plan must be included with the Residential Food Vendor Application showing the available off-street parking for the event. Staff will determine the proper location food vendor(s) can occupy. It is the responsibility of the permittee that vendors are abiding by the location(s) approved by City Staff*

*No Food Vendor or equipment shall be parked or set up in landscaped areas, sidewalks or walking paths, or within handicap parking locations.*

*Food Vendors are permitted to use a temporary A-Frame sign at the site of the event. Feather flags, yards signs or other signage are not permitted.*



*Please provide the food vendor(s) the name of the event if they are applying for the Special Event (One Time) license.*

*Food vendor activity shall not create any noises that disturb the neighborhood environment.*

*Any vendor operating without the proper license can be subject to citations & fines up to \$500. Failure to obtain the proper license or failure to adhere to the above guidelines can result in the Residential Food Vendor Permit being revoked.*



## Residential Food Vendor Application

**This application must be completed and submitted to the Simpsonville Planning Department not less than thirty (30) days prior to the start of the event.**

Name of Event: \_\_\_\_\_

*Annual renewal is not required, however, any site changes to the approved area will require a new application.*

### Event Application

This application must be completed and submitted to the Simpsonville Planning Department not less than thirty (30) days prior to the start of the event. Any misrepresentation or deviation from the final agreed upon method of operation described herein may result in the immediate revocation of the permit. **ALL** questions must be fully answered. If a question does not apply, please write "Does not apply" in space. **NO** question should be left blank. Please type or print the information clearly. You may attach additional sheets as necessary.

The information requested by this form will be used to determine your eligibility for the permit requested. Completed forms must be released upon the request of any citizen as provided by the Freedom of Information Act. Additional information or a lease contract may be necessary for permit approval of certain events. Completion of this form is voluntary; however, failure to do so will prevent processing of your application. **Incomplete applications will not be processed.**

The permit application process begins when you submit a completed Residential Food Vendor Permit Application to the City of Simpsonville Planning Department. **Keep in mind that receipt of your application should in no way be construed as final approval or confirmation of your request.** A representative from the City will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your permit. Copies of the application are forwarded and reviewed by ALL affected City departments.

### Fire Department

All Food Vendor vehicles and trailers are required to be inspected by the City of Simpsonville Fire Marshal prior to operating at any residential use property. Please ensure that each food vendor has been inspected by the Fire Marshal's Office.

## Residential Food Vendor Event Application

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Times of Event: \_\_\_\_\_

Specific Location of Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Person in Charge of Event: \_\_\_\_\_

Organization Represented: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Drivers License: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Web Site: \_\_\_\_\_

## Insurance Requirements

You **MUST** have liability insurance.

A copy of liability insurance must be turned in with completed application.

## Vendor Information

Will multiple vendors operate at the same time?  Yes  No

If yes, please provide the maximum number of vendors you will have at one event. \_\_\_\_\_

The City has provided an Applicant & Vendor Pamphlet to help guide you and the food service business through the license process. These guides provide some of the “Dos” and Don’ts” for these events and are available on our website ([www.simpsonville.com](http://www.simpsonville.com)) along with this Residential Food Vendor Application. By checking this box, you acknowledge that you have read these pamphlets and understand the rules therein.

I have read and understand the rules and processes stated in the City pamphlets.

It is your responsibility to inform all food vendors of the city pamphlet to assist them in the process. If you, or they, have any questions regarding this permit or license application, please contact Faith Scruggs with the City Business License Office at 864-881-2948 or Jon Derby with the Planning Department 967-9526.

**All Food Vendors looking to operate within approved HOA or Apartment Communities must obtain a City Business License and pay the City Hospitality Tax. This is the responsibility of the applicant to assure all vendors have the appropriate license.**

**EVENT LAYOUT:**

**Please illustrate the layout of the site (i.e., location of club house, pool, available parking, entrance to parking lot, etc.) Please illustrate the location food vendor(s) will set up. If multiple vendors are setting up at the same time, please identify both locations. All food vendors must be setup in designated parking spaces. Please provide vendors with the approved site plan locations for setup.**

**Hold Harmless Clause:**

Applicant/Organization hereby shall assume all risks incident to the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the City harmless from any penalties for violations of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity of conduct of its operation or resulting from the negligence or intentional acts or omissions or its officers, agents and employees.

**Applicant Signature:** \_\_\_\_\_

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

**Title:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Notes**

**Reviewed By:**

**Planing Department** Approved  Yes  No Authorized Signature \_\_\_\_\_

**City Administrator** Approved  Yes  No Authorized Signature \_\_\_\_\_

**Application:**  **Granted**  **Denied** **Date:** \_\_\_\_\_