



## BOROUGH OF CONSHOHOCKEN FOOD TRUCK APPLICATION

### APPLICATION REQUIREMENTS – Ordinance No. 4-2024

- A written application completed in its entirety with all required documents attached upon submission. Any omissions will result in a denial.
- The license shall at all-time be kept posted prominently in the food-vending vehicle.
- All food truck vendors must submit all paperwork documenting and certifying their Temporary Food Service License issued by the Montgomery County Health Department with their application.
- The Conshohocken Fire Department must inspect all food trucks at least one week prior to setup date. Appointments can be made Monday through Friday during business hours though the Conshohocken Fire Department. Please contact Director of Fire Services, Timothy Gunning at [tgunning@conshohockenpa.gov](mailto:tgunning@conshohockenpa.gov) to set up all appointments. A fee is required.
- All suppression systems and fire extinguishers inside food trucks must be compliant.
- Two photographs, (2" x 3" minimum) taken within six (6) months prior to date of application
- A Certificate of Insurance (*Insurance requirements attached for reference*)
- A Criminal History Check by Pennsylvania State Police completed within the past 30 days.
  - Background check is subject to review and approval from the Chief of Police
- \$100 fee (check or cash only) for a Food Truck Permit
- Food Truck Permits are valid for 30 days from the date of issue.
- Hours shall be **6:00 a.m. until 5:00 p.m.** in Special Planning Districts 1, 2 & 3, unless otherwise permitted by resolution of Borough Council. (*Zoning map attached for district reference*)
- License may not be transferred from one business to another. One licensee will be permitted per business.
- PLEASE NOTE: This License is limited to the BOROUGH OF CONSHOHOCKEN ONLY. Plymouth Township, Whitmarsh Township, and West Conshohocken Borough are not included.

Name of Company/Organization: \_\_\_\_\_

Type of Items/Food Sold: \_\_\_\_\_

Location Requested: \_\_\_\_\_ Proposed Day(s) / Time (s): \_\_\_\_\_

Montgomery County Vendor License #: \_\_\_\_\_

Business ID#: \_\_\_\_\_ Sales Tax ID #: \_\_\_\_\_

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ M \_\_\_\_\_ F

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Company Website / Facebook Page: \_\_\_\_\_

**Vehicle Information:**

If using a vehicle, please list the following:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

License #: \_\_\_\_\_

Have you ever been convicted of a crime of any kind? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, please explain below:

\_\_\_\_\_  
\_\_\_\_\_

Applicant confirms that he/she has not committed crimes of any classification and understands that a criminal record check will be performed. Applicant agrees that they have received a copy of Ordinance 4-2024 and that they agree to comply with the terms and conditions of the Ordinance. Applicant also agrees that they will comply with all of other Ordinances of the Borough of Conshohocken including Ordinance 6-2006 concerning parking prohibitions.

The undersigned agrees to comply with rules and regulations. Noncompliance will result in your removal from the Borough with no refund. The undersigned further certifies that he or she is the responsible party submitting this application and that he or she is authorized to 1.) Execute on behalf of the group, and 2.) Accept legal process on behalf of the group. The undersigned also agrees to indemnify and hold harmless the Borough of Conshohocken from any responsibility for damage, loss or theft of goods relate to his or her business.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Each staff member must also fill out and sign an individual application

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**FOR OFFICE USE ONLY:**

Certificate of Automobile Liability Coverage: \_\_\_\_\_ Photo I.D. copy attached: \_\_\_\_\_

Temporary Food Service License issued by the Montgomery County Health Department: \_\_\_\_\_

Date of Background Check: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Background Check attached: \_\_\_\_\_ Fee paid: \_\_\_\_\_

Permit # Issued: \_\_\_\_\_ Effective Date: \_\_\_\_\_

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

Borough Manager or his/her Designee Signature: \_\_\_\_\_

## **Food Truck Vendor Insurance Requirements**

Food Truck Vendors shall purchase and maintain the following insurance coverages which will insure against claims which may arise out of or result from the Vendor's operations and/or the sale, gift, or distribution of food products within Conshohocken Borough. Insurance shall be written for not less than the limits specified below or required by law, whichever is greater.

1. Commercial general liability insurance or its equivalent for bodily injury, personal injury and property damage including loss of use, with minimum limits of:

\$	1,000,000	each occurrence.
\$	1,000,000	personal and advertising injury.
\$	2,000,000	general aggregate; and
\$	2,000,000	products/completed operations aggregate.

This insurance shall include coverage for all the following:

- i. Liability arising from premises and operations.
  - ii. Liability arising from the actions of independent contractors; and
  - iii. Liability arising from products and completed operations.
2. Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all the following:
  - i. Liability arising out of the ownership, maintenance, or use of any auto (if no owned autos, then hired and non-owned autos only); and
  - ii. Automobile contractual liability.
3. If the Vendor has any employees, workers compensation insurance or its equivalent with statutory benefits as required by Pennsylvania law and employers' liability insurance or its equivalent with minimum limits of:

\$	500,000	each accident for bodily injury by accident.
\$	500,000	each employee for bodily injury by disease; and
\$	500,000	policy limit for bodily injury by disease.

4. Umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:

\$	1,000,000	per occurrence.
\$	1,000,000	aggregate for other than products/completed operations and auto liability; and
\$	1,000,000	products/completed operations aggregate.

and including all the following coverages on the applicable schedule of underlying insurance:

- i. Commercial general liability.

- ii. Business auto liability; and
  - iii. Employers' liability.
5. Conshohocken Borough and its elected and appointed officials, officers, employees, and authorized volunteers as additional insureds must be added as additional insureds on the Vendor's commercial general liability and umbrella excess liability or excess liability insurance with respect to liability arising out of the operations of the Food Truck Vendor for which Conshohocken Borough has issued a permit. **SPECIAL NOTE:** ISO form CG 20 12 - "Additional Insured – State or Political Subdivisions – Permits" or its equivalent is acceptable.
6. Food Truck Vendors shall furnish certificate(s) of insurance to Conshohocken Borough evidencing all policies required above *with permit application and prior to any renewal thereafter*. All required insurance coverages must be underwritten by insurers allowed to do business in the Commonwealth of Pennsylvania and acceptable to the Borough. The insurers must also have a policyholders' rating of "A-" or better, and a financial size of "Class VII" or better in the latest evaluation by A. M. Best Company, unless the Borough grants specific approval for an exception. The Borough hereby grants specific approval for the acquisition of workers compensation and employers liability insurance from the State Workers' Insurance Fund of Pennsylvania.



