



# Food Truck Permit Application

ORDINANCE §17.111(10)

Department of City Planning  
174 E. Wisconsin Avenue Oconomowoc, WI  
www.oconomowoc-wi.gov | 262.569.2166

The following information is required to be included and explained in your submittal.

1. Submit a copy of the vendor’s license from the Waukesha County Department of Health.
  - a. The Waukesha County Division of Environmental Health can be contacted at (262) 896-8300.
2. Complete and submit this application form along with a \$500 annual application/license fee for a temporary truck **OR** a \$1000 initial fee for a permanent truck (the annual renewal fee for permanent trucks is \$450), payable to the City of Oconomowoc (Cash or Check only).
3. Read and agree to the City Ordinance for food trucks and mobile food shops (§17.111(10)).

**Name of Applicant** requesting the permit: \_\_\_\_\_  
 Applicant’s Address (include city, state and zip code): \_\_\_\_\_  
 Applicant’s telephone number: \_\_\_\_\_  
 Applicant’s email address: \_\_\_\_\_

If you are not the Property Owner, please fill out the following:  
**Property Owner:** \_\_\_\_\_  
 Property Owner’s Address (include city, state and zip code): \_\_\_\_\_  
 Property Owner’s telephone number: \_\_\_\_\_  
 Property Owner’s email address: \_\_\_\_\_

*The Property Owner shall email consent for the operation of a food truck on the property to the Planning Department:  
 Jason Gallo, [jgallo@oconomowoc-wi.gov](mailto:jgallo@oconomowoc-wi.gov) or Kristi Weber, [kweber@oconomowoc-wi.gov](mailto:kweber@oconomowoc-wi.gov)*

### Applicant’s Statement:

I hereby certify that this application is complete, true and correct to the best interest of my knowledge. I will do my best to avoid producing excessive noise and other nuisances, to abide by the regulations established in §17.111(10) of the City Zoning Code, and to be a good neighbor. I agree, in consideration of the issuing of this license, to comply with the laws of the State of Wisconsin, and to the provisions of the Municipal Code of Ordinances of the City of Oconomowoc including the provision that this license may be revoked for violations to the ordinance.

\_\_\_\_\_  
Applicant’s Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Signature

**PLANNING DEPT. OFFICE USE**

Approved On: \_\_\_\_\_

Staff Initials: \_\_\_\_\_





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Use this space to provide an accurate site plan, identifying where the food truck or mobile food shop will be located. Use additional paper if needed. At a minimum, please include existing structures on the property, location of proposed food truck, setbacks, and street locations.



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4. Please describe the plan of operation for the proposed food truck.
  - a. What days and hours will the truck be on site?

- b. What days and hours sales will occur?

- c. How will traffic be managed?

- d. Where will customers park?



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e. How many tables and chairs will be located on site? Where will they be located?

f. What does the lighting plan for the truck look like?

g. What will signage look like?

h. Will customers have access to a restroom? Where will employees use the restroom?

