

Temporary Use Permit Requirement Checklist for a Food Truck



*Note: Everything can be submitted via email (see below).

Planning Department: (shplanning@sterlingheights.gov)

- ☐ [Temporary Use Permit Application](#) (follow link)
- ☐ Cost: \$300 - Payment required prior to review
- ☐ Site Plan indicating where the truck will be located on the property
- ☐ Picture of food truck
- ☐ Any health department or food licenses required to sell food
- ☐ Lease Agreement/Warranty Deed [OR]
- ☐ Written permission from the property owner (owner's signature on application will suffice)
- ☐ Proof of Insurance
- ☐ Copy of applicant's driver's license
- ☐ Inspection by Fire Prevention (form attached)

Once the application is received and processed, we will email you a link to make the payment.

Upon approval by a City Planner, you will be sent "Conditions of Approval" which will need to be signed and returned. Upon receipt of the conditions, the permit will be issued and emailed to you.

A "Temporary Use Permit" for a food truck is good for 90 days. You are allowed two Temporary Use Permits per calendar year. You will have to resubmit an application and supporting paperwork for each permit submittal.



Prevention Division

41625 Ryan Road | Sterling Heights, MI 48314

P: (586) 446-2970 | F: (586) 726-7007

FPS@sterlingheights.gov

MOBILE FOOD VEHICLE INSPECTION APPLICATION

Date: _____ Food truck name: _____

Applicant's Name: _____ Phone: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Email: _____

Vehicle Type: ☐ Truck _____ ☐ Trailer _____
(License Plate) (License Plate)

MOBILE FOOD VEHICLE INSPECTION - \$25

Payable at time of inspection – cash or check only

- If paying by check, please make check out to "Treasurer, City of Sterling Heights."

Received by: _____ Date: _____

REQUIRED DOCUMENTATION

- Copy of current Macomb County Health Department Mobile Food Vendor Permit
- Copy of Certificate of Insurance
- Copy of current Hood Suppression Inspection Certification (if applicable)
- Copy of current D.O.T. Inspection of Fuel Gas Delivery System (if applicable)

Please email or mail the application with required supporting documentation prior to scheduling an appointment.

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