

Food Truck and Trailer Vendor Checklist and Guidelines

This guide tells you which forms you need to fill out, offices you need to visit, and decisions you need to make.



Get Going

These things are crucial to accomplishing other steps, so get them in motion now.

- **Obtain Federal Tax ID Number**
 Apply for an Employer Identification Number (EIN), also known as a Federal Tax ID Number from the IRS. This is used to identify your business and allows you to hire employees. If you are a sole proprietor without employees, you may choose to use your Social Security Number instead.
- **Obtain an Occupational License**
 Apply for a [Occupational \(Business\) License](#) from the Office of Finance. If you plan to expand your services, such as having employees, other permits may be required.
- **Obtain an Health Certificate**
 Apply for a Health Certificate from the Caddo Parish Health Unit.
- **Obtain a Temporary Use Permit**
 Apply for a Food Truck and Trailer Vendor Temporary Use Permit from the Shreveport-Caddo Metropolitan Planning Commission (MPC).



Visit

Talking to people at these offices will help you figure out what you need.

- **City of Shreveport**
 Office of Finance / Revenue Division
 505 Travis Street, Suite 640
 Shreveport, LA 71101
 Phone: (318) 673-5500
- **Shreveport-Caddo MPC**
 Office of the MPC
 505 Travis Street, Suite 440
 Shreveport, LA 71101
 Phone: (318) 673-6480
- **Caddo-Shreveport Sales and Use Tax Commission**
 3300 Dee Street
 Shreveport, LA 71105
 Phone: (318) 865-3312
- **Caddo Parish Health Unit**
 1035 Creswell Avenue
 Shreveport, LA 71101
 Phone: (318) 676-5265



Read

Reading up on these materials will prepare you for opening your mobile food vending business.

- Review the City of Shreveport's Unified Development to better understand the operational requirements for a Food Truck and Trailer Vendor doing business on private property.
- Review the City of Shreveport's Code of Ordinances to better understand the operational requirements for a Food Truck and Trailer Vendor doing business within the City's public rights-of-way or on City-owned property.
- Review the City of Shreveport's [Business Startup webpage](#) to make sure your business is compliant.
- Review the [fee worksheet](#) for the fees associated for a Temporary Use Permit.
- Read the Louisiana's Department of Health [Food Safety Certification Information](#).



Get Licensed

- Register your business with the City, County and State.
- Visit the Caddo Parish Health Unit to apply for your Health Certificate and other licenses or permits you may need, based on your operations.
- Apply for a Business License from the Office of Finance and mail the completed form to the address provided in the application.
- Apply for a Food Truck and Trailer Vendor Temporary Use Permit from the Shreveport-Caddo MPC.



Open Your Business

- Connecting with people will be the key to your success. Network with event planners, join your local Chambers of Commerce, or get a booth at a fair or farmers market.
- Social media marketing can be effective method for getting the word out. Start a Facebook or Yelp page for your business, and consider using other platforms such as Instagram or Twitter to showcase your work.



Location Requirements

- All food truck and trailer vendors shall only operate per the location(s) identified as part of an approved Temporary Use Permit. If a food truck and trailer vendor wishes to operate at multiple locations, each location shall be identified on the applicant's temporary use permit.
- Additional locations may be added to a food truck and trailer temporary use permit at any time, provided the location(s) are approved by the Zoning Administrator additional locations.
- The UDC requires that all mobile food vendors rent space from a food facility, known as a commissary, to prepare food, store inventory, and for parking your vehicle when not in use.

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Operational Guidelines

Food truck and trailer vendors require approval of a temporary use permit by the Zoning Administrator in order to conduct business on privately-owned non-residential property, unless otherwise exempt

Standards and Limitations

- All food truck vendors must park on a durable all-weather material, such as concrete or asphalt, or on an improved surface, as approved by the Zoning Administrator.
- Food truck and trailer vendors shall be secondary to an existing primary use on the property.
- Connection to water or wastewater services shall not be permitted unless approved by the City Engineer. Any unauthorized connection to the water system and/or unauthorized dumping of grease into the sanitary sewer system in conjunction with the operation of a food truck and trailer vendor in any way is strictly prohibited and is unlawful.
- No food truck and trailer vendor shall occupy the minimum required parking spaces for any other use on site during regular hours of operation of the primary businesses on the lot.
- Food truck and trailer vendor shall not block drive aisles, other access to loading/service areas, or emergency access and fire lanes. The food truck and trailer vendor must also be positioned at least three (3) feet away from fire hydrants and any fire department connection, utility box or vault. A food truck and trailer vendor shall not impede ingress and egress from driveway entrances, handicapped parking spaces and ramps, building entrances and exits.
- All food truck and trailer vendors, amenities, including but not limited to restrooms, tables, chairs and shade structures and other site improvements shall be identified on the Temporary Use Permit in accordance with this Code.
- All food truck and trailer vendors shall be equipped with a portable trash receptacle placed near the unit, and shall be responsible for proper disposal of solid waste. All disturbed areas must be cleaned to a minimum of 25 feet from the sales location. Liquid spills near the unit shall be properly cleaned following each stop.
- Food truck and trailer vendors shall not be parked overnight in any area of the city zoned for or occupied by a one-family or two-family residence.
- Food truck and trailer vendors must be removed from approved locations daily unless otherwise approved as part of the temporary use permit.
- No food truck and trailer vendor may be located on an unimproved site, unless approved by the Zoning Administrator.
- No signage shall be allowed other than signs permanently attached to the food truck or trailer and one (1) portable menu sign with a changeable face no more than six (6) square feet in display area on the ground in the customer waiting area.
- Any temporary use permit for a mobile food truck and trailer vendor may be revoked if the vendor violates any of the provisions contained in this Article.
- The Zoning Administrator may revoke a temporary use permit for a mobile food truck and trailer vendor if he or she determines that the vendor's operations are causing parking, traffic congestion, or litter problems either on or off the property where the use is located or that such use is otherwise creating a danger to the public health or safety.



Enforcement

- Failure to comply with the temporary use permit for food truck and trailer vendors allows the Zoning Administrator to suspend and/or revoke the Temporary Use Permit.