

# Information needed to complete your application as a vendor:

(If you are planning to file a vendor application, please read and collect all the information below before filling out an application)

\*IF YOU ARE an EXISTING Virginia business - you will have most of these documents.

\*IF YOU ARE NOT an EXISTING Virginia business - please be aware that you will need to become a Virginia certified business before applying.

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1. Valid Driver's License for each person who will drive the food truck (provide copy) ([?](#))

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2. Current Vehicle Insurance Card (provide copy) ([?](#))

Copy of insurance for truck pulling the food unit and/or insurance of food truck.

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3. Current Vehicle Registration Card (provide copy) ([?](#))

Copy of registration and insurance of truck pulling the food unit and/or copy of registration/insurance card of food truck.

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4. Valid permit from the Virginia Department of Health stating that the food truck meets all applicable standards. A valid permit must be maintained for the duration of the permit.(provide copy)

- Virginia Department of Health Permit ([?](#))
- Commonwealth Virginia Mobile Food Unit License ([?](#))
- Food Establishment Inspection Report ([?](#))

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5. Valid inspection from Fire Marshal stating the food truck meets the requirements of the Virginia Statewide Fire Prevention Code and all applicable standards. The food truck must be re-inspected on an annual basis. (provide copy) ([?](#)) ([?](#))

If vendor lives outside of town limits and has been inspected by state fire marshal, vendor can submit the passed inspection and the TOA fire department would not have to do another inspection.

**All out-of-state vendors must be inspected by Chief Estes.**

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**6. All applicable federal, state and local licenses/permits associated with the business (provide copy)**

State Corporation Commission, Department of taxation, IRS employer number

- State Corporation Commission [\(?\)](#)
- Department of Taxation [\(?\)](#)
- IRS Employer Number [\(?\)](#)

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**7. Proof of Insurance (provide copy) [\(?\)](#)**

Mobile Food Service Policy/Liability Insurance Policy.

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**8. Two (2) wallet size photos of all authorized operators of the business (provide yearly) [\(?\)](#) [\(?\)](#)**

Wallet size pictures of owner/operator and all employees.

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**9. Typed names and addresses of all food truck personnel and copies of current food handler's permits issued to personnel. (provide yearly)**

- EX: Sally Smith - 111 E Main Street Abingdon | Jimmy Smith - 111 E Main Street Abingdon

\*Owner must present a copy of current food handler's permit.

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**10. Photo of truck, cart, signs, umbrellas and/or canopies with dimensions of each written on the back of each photo. [\(?\)](#) [\(?\)](#)**

This is for NEW VENDORS. However, please ask vendor renewing if anything has changed. New food truck? New signs?

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**11. \$10.00 background investigation fee (Checks payable to 'Town of Abingdon')**

Collect when all paperwork has been checked off and submitted.

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**12. Applicants must be located on private property with the property owner's written permission. Copies of written permission may be requested for inspection by any authorized Town of Abingdon personnel. ([?](#))**

**Has the vendor listed a certain place they will set up?** If yes, they must present a letter from the owner of property to which they will set up the food truck. (Vendors are not allowed to set up at any Town property locations unless they are invited to participate in a town event)

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