



# City of North Little Rock Food Truck Application

Submission of this form does not guarantee approval of site location. A false statement or misrepresentation may make the permit null and void. **All site approvals expire on December 31 of each calendar year or if revoked.**

**Business Name:** \_\_\_\_\_

**Applicant:**

Business Owner Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposed Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Requested days of operation: \_\_\_\_\_

Requested hours of operation: Opening Time: \_\_\_\_\_ am/pm Closing Time: \_\_\_\_\_ am/pm

If part of a special event: Event name: \_\_\_\_\_

Organizer: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

What is the parking plan for the site? \_\_\_\_\_

\_\_\_\_\_

Copies of the following paperwork must be attached to this application:

City Business License \*

\*Available at North Little Rock City Clerk's Office,

Advertising & Promotion Permit \*

300 Main Street, North Little Rock, AR 72114 Phone: (501) 975-8617

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

**Return completed application to: NLR Neighborhood Services, 3427 North Magnolia Street, North Little Rock, AR 72116 or via email at [NLRNeighborhoodServ@nlr.ar.gov](mailto:NLRNeighborhoodServ@nlr.ar.gov).**

**FOR OFFICE USE ONLY**

**APPROVED:** \_\_\_\_\_ **DENIED:** \_\_\_\_\_ **ZONING:** \_\_\_\_\_

## Food Trucks in North Little Rock

Food trucks operating in North Little Rock are subject to Ordinance No. 8736.

Food trucks operating on **City property, City rights-of-way, and areas of the city zoned as residential** must have prior written approval from the Mayor of North Little Rock or his designee. Food trucks operating on **private property in areas zoned commercial or industrial** shall require express written permission from the property owner or designee. Food trucks operating on **property owned by schools** shall require express written permission from the school's governing body or its designee.

Any written permission must be present at the mobile food truck and available for inspection at all times.

Concessions operations and agreements managed by the North Little Rock Parks Department are not subject to the above regulations.

All food trucks conducting business in the City of North Little Rock must have:

- 1) A current fire inspection – call the NLR Fire Department at 340-5377 to schedule an inspection time. This is the first step in the permitting process;
- 2) A current health inspection;
- 3) A valid driver's license;
- 4) A current business license – available at the NLR City Clerk's Office at 300 Main Street in North Little Rock (975-8617). We recognize business licenses from surrounding cities;
- 5) A current North Little Rock Advertising and Promotions license – available at no cost at the NLR City Clerk's office at 300 Main Street in North Little Rock (915-8617).
- 6.) Submit completed Food Truck Application. Include with the application a copy of current City Business License and Advertising & Promotion permit. Contact North Little Rock Neighborhood Services for application (501) 791-8500. Submit the completed form to NLR Neighborhood Services, 3427 North Magnolia Street, North Little Rock, AR 72116 or via email [NLRNeighborhoodServ@nlr.ar.gov](mailto:NLRNeighborhoodServ@nlr.ar.gov).

### Rules for Food Trucks:

Each truck may only operate at the specific location listed on the written approval. No dining area is permitted without prior approval. Each truck must offer a waste container for public use. Truck operators must remove all trash at their expense and shall not use dumpsters of existing businesses without permission of those businesses. No food truck shall make or cause to be made any unreasonable or excessive noise in violation of City ordinances. Trucks cannot be parked on the street overnight unless part of an ongoing event. Truck must be secured any time food is kept in the truck. Unless otherwise specified, permits are good for the current calendar year.