



# BUILDING, PLANNING & DEVELOPMENT

260.925.6449 p | 260.925.3342 f | 210 S Cedar St / PO Box 506 Auburn, IN 46706 | [bpd@ci.auburn.in.us](mailto:bpd@ci.auburn.in.us)

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## Food Truck Vendor's License

### SUBMITTAL REQUIREMENTS

- ☐ Completed Application
- ☐ Completed Release of Liability Agreement
- ☐ Proof of Federal Employer Identification Number (EIN)
- ☐ Proof of registration as a business with the Indiana Secretary of State
- ☐ Certificate of Liability Insurance to the Auburn Department of Building, Planning, and Development insuring the applicant in the following amounts:
  - Personal Injury: \$100,000 per occurrence and \$300,000 in aggregate
  - Property Damage: \$25,000 per occurrence and \$50,000 in aggregate
- ☐ DeKalb County Health Department Permit
- ☐ Copy of valid Indiana registration for the vehicle for the mobile food unit (if applicable)
- ☐ List all municipalities or governmental units applicant has applied to within the last twelve (12) months:

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- ☐ Commissary Location: 

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### FOOD TRUCK VENDOR LICENSE DESIRED

(Requires the use of inverter generator)

- ☐ One Year License - \$100
- ☐ Consecutive Renewal - \$50

Once ALL Submittal Requirements are received, the application will be reviewed. Approval and issuance of the license is by the Department of Building, Planning, and Development Department. Vendors that locate in / on City-owned property outside of special events and pre-established location (see map) will require approval by the City of Auburn Board of Public Works and Safety.

For additional information, please reference [Chapter 112 of City of Auburn Code of Ordinances](#)



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## RELEASE OF LIABILITY, WAIVER OF CLAIMS AND ASSUMPTIONS OF RISKS AND INDEMNITY AGREEMENT BETWEEN THE MUNICIPAL CITY OF AUBURN, INDIANA AND

\_\_\_\_\_  
(company)

In consideration of the use of municipal property or facilities \_\_\_\_\_(Company) agrees to indemnify and hold harmless The Municipal City of Auburn, Indiana, its officers, agents and/or employees from any and all liability, claims, costs, including reasonable attorney's fees, arising out of the vendor operations operating in the City of Auburn, Indiana.

\_\_\_\_\_(Company) understands and acknowledges that this hold harmless and indemnification agreement requires that The Municipal City of Auburn, Indiana be indemnified from any losses or damage resulting from the acts or omissions from any guest, participant, visitor, supervisor, or other person patronizing the vendor.

The parties herein certify that they are authorized representatives of their respective organizations with the appropriate authority to execute this document.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Signature of City of Auburn Representative

\_\_\_\_\_  
**Date**

INSURANCE DISCLOSURE STATEMENT \_\_\_\_\_(company)

acknowledges that The Municipal City of Auburn, Indiana has disclosed that it does not maintain any regular or special insurance coverage for any Outside Organization (individual(s), partnership, for profit or non-for-profit corporation, association, limited liability company, club, public entity, or similar entity) using municipal property or facilities. The Municipal City of Auburn, Indiana's authorization to an Outside Organization to use its public property or facilities is merely an accommodation to the Outside Organization. The Outside Organization acknowledges that The Municipal City of Auburn, Indiana does not maintain any regular or special insurance coverage relating to the event to be held by the Outside organization. The individual signing this agreement agrees to make all participants in the event aware of this disclosure.

## Pre-established Food Truck Locations

