



April 2021

Dear Prospective Mobile Food Truck Vendor:

In order to operate a mobile food truck in the City of Sylvania, each food truck operator shall meet the following requirements:

- A current, written certification that the Mobile Food Vehicle has passed all necessary inspections required by the Sylvania Township Fire Department.
- A current, written certification that the Mobile Food Vehicle Operator and the Mobile Food Vehicle have passed all necessary inspections and are in full compliance with the Lucas County Health Department.
- A letter of good standing from the City Income Tax Division with respect to the Mobile Food Vehicle operations.
- A current certificate of liability insurance listing the City of Sylvania as an Additional Insured and a minimum of \$1,000,000 commercial general liability coverage. This may be obtained from your insurance agent.
- A non-refundable application fee of \$100.00 made payable to The City of Sylvania.

No permit will be issued until all five of the requirements from above are met. You may drop these items off to the Zoning Administrator's office located at 6730 Monroe Street, Sylvania, Ohio. Once the permit is obtained, it must be on display, on the vehicle, in full sight for all to see at all times while the Mobile Food Vehicle is operating within the City. In the case of failure by any Mobile Food Vehicle Operator to comply with any of the provisions outlined, such Mobile Food Vehicle Operator shall be in violation and shall be subject to a penalty of \$250.00 immediately payable. If you have any questions, please do not hesitate to contact my office at (419) 885-8948.

Sincerely,

Timothy S. Burns
Zoning Administrator



Dear Prospective Food Vendor:

The purpose of this information packet is to provide food vendors information assuring a safe working atmosphere for you, your employees, and the public. This information will help to standardize the requirements for all vendors during community activities within the City of Sylvania. Enclosed you will find requirements for portable commercial cooking equipment operated in the City of Sylvania. In the event you will be using food preparation equipment that utilizes animal fat, vegetable shortening or such oily matter that produces grease laden vapors and using LP gas, you will be required to adhere to these requirements.

The Sylvania Township Fire Department has developed this packet to assist you in preparation for complying with the requirements. A Fire Safety inspector will need to conduct an inspection at least one week before the beginning of the first event you attend within the City. All requirements must be satisfied to obtain approval to participate in the special event. If you have any questions or to set up an inspection time, you may contact the Sylvania Township Fire Department at (419) 882-7676.

Sincerely,

Timothy S Burns
City of Sylvania – Zoning Administrator
6730 Monroe Street
Sylvania, Ohio 43560
(419) 885-8948



Mobile Food Vending MFV Pressure-Leak Test Certification Piping systems, including hose, shall be pressure tested and proven free of leaks in accordance with section 6.14 of NFPA 58 as listed and NFPA 54 Chapter 8. The below named business has conducted a pressure-leak test on the propane system for this vendor.

Business Name: _____

Business Address: _____

City, State, Zip: _____

Business Certification Number: _____

Mobile Food Vendor Information

Vendor Name: _____

Vendor Owner: _____

Vendor Address: _____

City, State, Zip: _____

Vendor E-Mail: _____

Business Phone: _____ Cell Phone: _____

FIRE INSPECTOR USE ONLY

Verified: _____ Date: _____

The business conducting the testing will attach a copy of the PASS/FAIL report to this form. This form is to be included in the paperwork that is presented to the Fire Inspector for inspection. No licensure is to be granted without passing a certified acceptance test.

Section 320 Mobile Food Units

(1) 320.1 Scope. This paragraph applies to all mobile food units operated within this state.

(2) 320.2 General. In addition to other applicable provisions of this code, all mobile food units being operated in this state shall comply with the provisions of this paragraph and with all applicable provisions of this code for the type of cooking performed.

(a) 320.2.1 Obstructions of fire lanes and equipment. Mobile food units shall not block fire lanes, fire hydrants, or other fire protection devices and equipment.

(b) 320.2.2 Operation of fuel source during transit. LP-gas fueled equipment shall not be operated during transit unless the equipment meets both of the following:

(i) The equipment is designed to be in operation while the vehicle is in transit, such as cargo heaters or coolers; and

(ii) There is a means installed to stop the flow of gas in the event of a line break, such as an excess flow valve.

(c) 320.2.3 Carbon monoxide detection. All mobile food units shall be equipped with at least one listed carbon monoxide detection device. Exception: Carbon monoxide detectors shall not be required in mobile food units that are not equipped with fossil fuel powered equipment (such as generators or vehicle fuel tanks) and that do not otherwise produce carbon monoxide during operation.

(3) 320.3 Portable fire extinguishers. All mobile food units shall have a minimum of one 5-pound ABC portable fire extinguisher located within the unit and readily accessible by the operator of the unit. Exception: Open air hand carts that do not have fossil fuel powered equipment.

(a) 320.3.1 Class K portable fire extinguishers. In addition to the portable fire extinguisher required in paragraph (T)(3)(320.3) of this rule, all mobile food units that contain cooking equipment involving vegetable or animal oils and fats shall also be protected by at least one Class K rated portable fire extinguisher in accordance with paragraphs (D)(12)(e)(904.12.5) to (D)(12)(e)(ii)(904.12.5.2) of rule 1301:7-7-09 of the Administrative Code.

(b) 320.3.2 Installation and maintenance. All portable fire extinguishers located within or at a mobile food unit shall be installed, serviced, tested, inspected and maintained in accordance with paragraph (F)(906) of rule 1301:7-7-09 of the Administrative Code.

(4) 320.4 Egress. All mobile food units while operating commercial cooking equipment shall have two accessible means of egress remotely located from each other.

(a) 320.4.1. No means of egress required by this paragraph shall be smaller than 5.7 square feet.

(5) 320.5 Smoking. Smoking shall be prohibited inside of and within 10 feet of any mobile food unit that has any fuel source other than the vehicle fuel tank.

(a) 320.5.1. "No Smoking" signs shall be conspicuously posted inside each mobile food unit, outside each mobile food unit in the vicinity of any location where compressed gas is stored or kept, and in a location that is visible to the public.

(b) 320.5.2. "No Smoking" signs shall be in English, shall have a dark background, and shall have lettering in a contrasting color that is at least 4 inches tall and with a minimum brush stroke width of 1 inch.

(6) 320.6 LP-Gas. The storage, use and handling of LP-Gas in a mobile food unit shall comply with this rule and, except as otherwise provided herein, shall also comply with rules 1301:7-7-53, 1301:7-7-57, 1301:7-7- 58 and 1301:7-7-61 of the Administrative Code.

(a) 320.6.1 Containers. Only ASME certified or DOTn certified mobile LP-Gas containers in compliance with the following shall be used:

(i) A maximum allowable working pressure (MAWP) of 312 psi (2.2 MPag) or higher for LP-Gas containers installed in the enclosed spaces of a vehicle.

- (ii) A maximum allowable working pressure (MAWP) of 250 psi (2.2 MPag) or higher for LP-Gas containers installed on the exterior of a vehicle.
 - (iii) Propane tanks must be kept in a secure manner at all times.
 - (iv) The maximum aggregate capacity of containers used in a mobile food unit to contain LP-Gas shall not exceed 200 gallons (0.8 m³) aggregate water capacity.
- (b) 320.6.2 Location and installation. Supply systems for mobile food units shall comply with the following:
- (i) LP-Gas supply systems used for a mobile food unit, including the containers, shall be installed either on the outside of the vehicle or in a recess or cabinet that is vapor tight to the inside of the vehicle but accessible from and vented to the outside, with the vents located near the top and bottom of the enclosure and 1 m (3 ft) horizontally away from any opening into the vehicle.
 - (ii) Except as otherwise provided in paragraph (T)(6)(b)(iii)(320.6.2) of this rule, LP-Gas containers shall be mounted securely on the vehicle or within the enclosing recess or cabinet and secured with non-combustible material or devices, shall be kept in a secure manner at all times, and shall comply with the following:
 - (a) Cylinders shall be located to minimize exposure to excessive temperature rises, physical damage, or tampering.
 - (b) When secured to the rear of the vehicle, propane tanks shall be mounted with a minimum 30" clearance from the bottom of the tank to the ground.
 - (c) LP-Gas containers shall not be installed on the roof of the vehicle.
 - (d) Where LP-Gas containers are mounted within the vehicle housing, the housing shall be secure to the vehicle and any removable portions of the housing shall be secured to the housing while in transit
 - (e) All LP-Gas container valves, appurtenances, and connections shall be protected to prevent damage from accidental contact with stationary objects, loose objects, stones, mud, or ice thrown, up from the ground or floor, and damage due to overturn or similar vehicular accident.
 - (f) LP-Gas cylinders shall have permanent protection for cylinder valves and connections.
 - (g) Where LP-Gas cylinders are located on the outside of a vehicle, weather protection shall be provided.
 - (h) All materials or devices used to secure LP-Gas containers shall be made of non-combustible material.
 - (iii) LP Gas containers may be removed from the mobile food unit during operation activities. When so removed, propane tanks shall be secured to a stationary object or otherwise securely stabilized to prevent movement, overturn and damage at all times while operation activities are occurring.
- (c) 320.6.3 Piping and connectors. All piping installed in a mobile food unit shall comply with the following:
- (i) Piping shall be installed in accordance with section 6.9.3 of NFPA 58 as listed in rule 1301:7-7-80 of the Administrative Code.
 - (ii) Steel tubing shall have a minimum wall thickness of 1.2 mm (0.049 in.)
 - (iii) A flexible connector shall be installed between the regulator outlet and the fixed piping system to protect against expansion, contraction, jarring, and vibration strains.
 - (iv) Flexibility shall be provided in the piping between a cylinder and the gas piping system or regulator.

(v) Flexible connectors shall be installed in accordance with section 6.9.6 of NFPA 58 as listed in rule 1301:7-7-80 of the Administrative Code. Flexible connectors installed between apparatus and the piping system shall be installed in accordance with ANSI Z21-69-2015/CSA 6.6 -2015 as listed in rule 1301:7-7-80 of the Administrative Code.

(vi) Flexible connectors longer than the length allowed in the code, or fuel lines that incorporate hose, shall be used only where approved.

(vii) The fixed piping system shall be designed, installed, supported, and secured to minimize the possibility of damage due to vibration, strains, or wear and to preclude any loosening while in transit.

(viii) Piping shall be installed in a protected location.

(a) Fastening or other protection shall be installed to prevent damage due to vibration or abrasion.

(b) At each point where piping passes through sheet metal or a structural member, a rubber grommet or equivalent protection shall be installed to prevent chafing.

(ix) Hydrostatic relief valves shall be installed in isolated sections of liquid piping in accordance with section 6.13 of NFPA 58 as listed in rule 1301:7-7-80 of the Administrative Code.

(x) Piping systems, including hose, shall be pressure tested and proven free of leaks in accordance with section 6.14 of NFPA 58 as listed in rule 1301:7-7-80 of the Administrative Code.

(d) 320.6.4 Emergency shut off controls. Mobile food units using LP-Gas shall be provided with readily distinguishable and accessible marked exterior emergency shut off controls with a quarter-turn manual gas ball valve.

(i) 320.6.4.1 Signage. Signs shall be permanently mounted at the location of the emergency shut off controls and shall state: "EMERGENCY GAS SHUT-OFF VALVE"

(a) 320.6.4.1.1. Signs shall be clearly visible and shall remain unobscured at all times. Signs shall be weather resistant, of contrasting colors, and shall be readable from a minimum distance of 25 feet.

(7) 320.7 Distance and separation requirements. While parked and in operation mobile food units, exclusive of awnings and appurtenances, using or containing a fuel source or generator other than the vehicle fuel tank shall be separated from the entrances and other exits of buildings or structures and combustible materials by a clear space distance of 10 feet (3 m). While parked and in operation mobile food units using or containing a fuel source or generator other than the vehicle fuel tank shall be separated from other mobile food units by a clear space distance of 3 feet (0.9144 m).

(8) 320.8 Generators.

(a) 320.8.1. Generators servicing a mobile food unit shall not be fueled while the mobile food unit is in operation.

(b) 320.8.2. Generators shall not be fueled while the generator is in use and shall not be fueled until the generator has been turned off and the surface temperature of the engine and fuel tank is below the autoignition temperature of the fuel.

(c) 320.8.3. No generator shall be operated or used or fueled within the occupant space of a mobile food unit.

(9) 320.9 Electrical Wiring and Equipment. All electrical wiring and equipment shall be installed in accordance with NFPA 70 as listed in rule 1301:7-7-80 of the Administrative Code.



Applications to register Mobile Food Vehicles will be accepted by the Zoning Administrator each year beginning January 1st.

No Mobile Food Vehicle shall be operated in the City of Sylvania without first registering with the Zoning Administrator according to Section 769 of the Codified Ordinances of the City of Sylvania. Please answer all questions and return to our office by e-mail, facsimile or by U.S. mail (information is above). An annual application fee of \$100.00 must accompany completed application as well as the requested paperwork on page two. If you have more than one food truck, a separate application must be submitted for each truck.

Annual Permit Effective from March 1, _____ through December 31, _____

Legal Name of Business _____

DBA Name _____

Employer Identification Number _____

Type of Food Served _____

VIN # of Truck/Trailer _____ License Plate # _____

Business Owner's Name _____

E-mail _____

Mailing Address _____

City _____ State _____

Zip _____ Phone # _____ Alternate # _____

Physical Address of Business _____

City _____ State _____

Zip _____ Emergency Contact Name _____

E-mail _____

Phone Number _____ Alternate Number _____

I certify this information to be true and accurate.

Signature of Applicant

Date

Printed Name of Applicant

Title

For City Use Only

- City Income Tax compliance (Letter of Good Standing) attached
- Copy to Downtown Sylvania Association
- Fire Safety Inspection report attached
- Lucas County Health Department inspection report attached
- Certificate of Liability Insurance attached (minimum of \$1,000,000 commercial general liability coverage)
- Application fee paid Cash or Check/Money Order No. _____

The following application is: Approved Denied

Reason for Denial: _____

Approval Signature

Date Approved

Printed Name

Title

Permit No. _____ Permit Expires December 31, _____



SYLVANIA OHIO | DIVISION OF TAXATION

6730 MONROE STREET SYLVANIA, OHIO 43560

419.885.8940 FAX 419.885.3442

Application for Sylvania Business Income Tax Account

The information contained on this form is necessary to open any city tax accounts needed by your company. Sylvania city income tax rates are 1.5% for payroll withholding and net profit. All information is confidential per the Sylvania City Ordinances, Section 171.09 (d).

Business Name: _____
Address: _____ Email: _____
City: _____ State: _____ Zip Code: _____ Phone: _____

Check Federal Tax Form Filed:
1120 _____ 1065 _____ 1120S _____ 1041 _____
1040 _____ Schedule C or 1099 _____ Schedule E _____

List name and address of owners: _____

Federal I.D. number: _____ If proprietor, also list S.S. number: _____

Type of work performed: _____

Will you have sub-contractors: _____ If yes, please provide a list of their names and addresses.

Date operation started in Sylvania: _____

Address of Sylvania business location: _____

Date business year ends: _____

Are there now or will there be employees subject to Sylvania income tax? _____ If so, please show payroll starting date: _____

Check reason for payroll:

Work performed inside city limits _____

Courtesy for Sylvania residents _____ **if courtesy, please provide the employee addresses*

Trade name: _____

Is this business an outgrowth of another? _____ If so, please provide the names of the business & owners: _____

Name and address to mail tax forms if different from the address shown on this letter: _____
_____ email _____

Name, address & phone number of person who prepares your tax forms: _____
_____ email _____

By signing this form, I give the Sylvania Tax office permission to contact my accountant. I certify the above to be true and correct to the best of my knowledge.

Signed _____

Title _____

Date _____