



DIVISION OF HOUSING AND BUILDING  
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## **FOOD TRUCK FAQ'S**

### **WHERE CAN I FIND A COPY OF THE MOBILE FOOD TRUCK ORDINANCE?**

The food truck legislation is found in Ordinance No. 44-18 and was adopted by City Council on March 5<sup>th</sup>, 2019. This ordinance is codified in chapter 743, Mobile Food Services Operation.

### **WHEN DO I NEED TO REGISTER MY MOBILE FOOD SERVICE?**

Chapter 743 Mobile Food Service Operation will go into effect on January 1<sup>st</sup>, 2020. Applications for mobile food service licenses are available on the Department of Housing and Buildings online portal [www.citizenserve.com/lakewoodoh](http://www.citizenserve.com/lakewoodoh) **paper applications are not available.**

### **HOW DO I APPLY ON THE PORTAL?**

The Division of Housing and Building's online portal [www.citizenserve.com/lakewoodoh](http://www.citizenserve.com/lakewoodoh) can be accessed from any device connected to the internet. You can do this from your home, office, or in our office at one of our customer service kiosks. You first need to create a user account at the top right-hand corner of the screen, or in the log in screen (New to our Portal?). Once the account is created select "Apply for Mobile Food Truck License" under my account or home.

### **DO I NEED SPECIAL DOCUMENTATION AT THE TIME OF APPLICATION?**

Yes, you do. During the application several fields will have a red hash mark to the left of the requested information. This is **REQUIRED** information. During the application process you will be prompted to upload your **CURRENT** Mobile Food Service Operation License issued by the Cuyahoga County Board of Health, your proof of general liability insurance coverage in amounts of at least \$1,000,000 per occurrence as well as naming the City of Lakewood as an additionally insured, AND THE Mobile Food Vending Installation & Pressure Leak Test Certification.

### **WHAT HAPPENS AFTER I SUCCESSFULLY COMPLETE MY APPLICATION?**

Upon completion the Division of Housing and Building will be prompted to review the application (approx. 2-3 days). After confirming that the required documentation has been uploaded the department will approve the application, and you will receive an e mail to pay for the license, and to schedule your inspection with the Lakewood Fire Department. If you have provided misinformation your application will be put on hold and go no further in the process.

### **WHAT IS THE COST ASSOCIATED?**

Existing businesses within the City of Lakewood that have food trucks will pay an annual fee of \$50.00. Food trucks coming from outside city limits will pay an annual license fee of \$150.00. All Food Truck Licenses will be on a January 1 through December 31 schedule. All licenses expire December 31, but license registration for the following year begins December 1<sup>st</sup>. The licenses are non-transferable, will not be prorated, and cannot be removed and placed on any other Mobile Food Truck.

**SEE NEXT PAGE**

## **NOW ITS INSPECTION TIME**

After payment is made it is time to schedule your inspection with the Lakewood Fire Department. Food truck inspections will be conducted by the Lakewood Fire Department at Station #1 14601 Madison Ave. Please call (216)529-6660 to schedule your inspection and be directed where to enter the fire station property. Hours of inspection are as follows; inspections will occur the first Wednesday of the month from 10am-3pm (**BY APPOINTMENT ONLY**) After inspection one of two determinations will happen Pass or Fail. If your vehicle fails, you may re-schedule with the Lakewood Fire Department while on site. When you pass your inspection you will be provided with a sticker to be applied to the vehicle in a conspicuous area and/or a printed document stating you have passed. Your license will be available to be printed from your Citisenserve account.

## **LAKWOOD FIRE DEPARTMENT DISCLAIMER**

*"At any time, the scheduled final inspection appointment for a mobile food vending vehicle may be cancelled or postponed due to the operational requirements of the Lakewood Fire Department. The final inspection appointment will be re-scheduled at the earliest convenience by the Fire Prevention Bureau. All pre-requisite inspections must be completed prior to scheduling the final inspection appointment. The Lakewood Fire Department, and the City of Lakewood will not be held responsible for alterations, modifications, or damage done to the mobile food vending vehicle and its systems after permit issuance."*