



Planning Department

201 Caulder Avenue
Rm 217, Wing D
Spartanburg, SC 29306
P.O. Drawer 1749
Spartanburg, SC 29304
(864) 596-2069
(864) 596-2360
www.cityofspartanburg.org

FOOD TRUCK OPERATING AGREEMENT

The City of Spartanburg is currently reviewing its policies regarding food trucks. During this time, we will be operating according to a temporary pilot program. This temporary agreement is an interim step to provide clarity to guide food truck operations until our review of mobile food service is complete.

Food trucks will adhere to these conditions:

1. In all circumstances you must maintain documentation of the necessary approvals from SC DHEC and any other agency documentation necessary to provide food service.
2. In all circumstances you must possess a current City of Spartanburg Business License.
3. You will collect and remit Hospitality Taxes in the same manner as other food service enterprises.
4. In all circumstances you must possess proof that your mobile kitchen has been inspected and approved by the City's Building Codes department. Any modification made to the mobile kitchen must also be inspected.
5. In all circumstances you must possess confirmation that you have received permission from the owner (or authorized agent) of the property where the unit is parked. This permission should include a legible name, signature, and phone number of the authorizing individual.
6. In all circumstances, the unit must be parked in a location that does not create traffic or safety problems and does not interfere with the activities of other businesses or otherwise interfere with other lawful activities or violate any statutes, ordinances, or other laws. You must immediately comply with requests or directives to relocate the unit for such reasons.
7. The vehicle cannot be left unattended or left at a sales site overnight.
8. You are responsible for identifying suitable access to restrooms for your employees.
9. You are responsible for removing your own garbage and keeping its surroundings free from litter. You must provide your own waste receptacles. No garbage is to be left onsite.
10. Sales to general public are permitted on parcels zoned B-3, B-4, I-1, or I-2. Assuming conditions 1-9 above are met, you can operate in those locations without further communication with the city.
11. Assuming conditions 1-9 above are met, you can cater occasional private special events on private property within other zones. However, in those cases, sales should be limited to event attendees only (not to the general public).
12. Assuming conditions 1-9 above are met, you may operate on active construction sites.
13. Downtown – The city has identified six city-owned locations within the downtown area for experimental use in this manner by self-contained food truck units able to function within one standard parking space (no trailers). These sites can be utilized by you and other food truck proprietors by contacting Josh Henderson at 596-2069 or jhenderson@cityofspartanburg.org. There is no limit on how often you operate downtown; however you may not use the same downtown site more than once per week. We encourage you to rotate among the six city-owned downtown sites during this trial period. Condition 1-9 apply in these situations as well.

14. Should you be interested in being a food vendor at City-sponsored special events, contact the City Special Events staff at 596-2976.

These conditions are subject to change as the city continues its review of the regulatory policies for this type of business activity. This agreement can be canceled at any time by the City.

Please sign below to indicate your understanding of the above and your commitment to operate within these guidelines. Signature below acknowledges that this agreement does not create any right or vested interest in the continuing this mobile food service business.

Signature: _____

Name: _____

Date: _____

City Approvals:

Planning Department: _____

Date: _____

Building Department: _____

Date: _____

Downtown Food Truck – Spots 1 & 2

Pilot Program Trial Locations Spring 2013



Downtown Food Truck – Spots 3 & 4

Pilot Program Trial Locations Spring 2013



Downtown Food Truck – Spots 5 & 6

Pilot Program Trial Locations Spring 2013

