



CITY OF HOT SPRINGS
ANNUAL MOBILE & SEASONAL FOOD APPLICATION

Business Information

Business Name: _____

Date: _____ **Business Phone:** _____ **Email** _____

Proposed Business Address: _____

Mailing Address: _____

Proposed Business Opening Date: _____ **Closing Date:** _____

(For Seasonal Only)

Business Type: *(Check One)*

_____ Caterer Only

_____ Concessionaire/Event Vendor

**Concessionaire/Event Vendors are required to list where they will be doing business in Hot Springs.*

Business Association: *(Check One)*

_____ Corporation

_____ LLC (Limited Liability Company)

_____ General Partnership

_____ Sole Proprietorship

Driver's License # _____ **State issued:** _____

Arkansas State Sales Tax# _____

Advertising & Promotion Commission Tax # _____

(Hotel, Motel, Restaurant & Concession 3% sales tax)

Personal Information

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ **Applicant Email:** _____

Printed Name: _____

The site plan submitted with this application is regulatory. The site shall be constructed, developed, and maintained in strict accordance with the approved site and development plan, including, but not limited to, location of mobile food unit, drives, parking and existing landscaping.

All activity is to be in strict accordance with all applicable approval conditions and with the minimum standards, codes, rules and regulations and policies as may now or hereafter be required or enacted by the City of Hot Springs, the State of Arkansas, and/or the United States of America whether or not submitted for staff review or Planning Commission approval.

Failure to comply with the approval drawing and conditions may result in enforcement up to and including revocation of Mobile Food Approval.

Signature: _____ **Date:** _____

Mobile retail food establishment means a vehicle mounted food service designed to be readily movable and approved by LAW to travel highways, roadways, and/or waterways in the state of Arkansas that is a **self-contained** Retail Food Establishment **equipped with permanently mounted fresh water holding tanks and waste holding tanks.**

Pushcart means a non self-propelled vehicle equipped with permanently mounted fresh water holding tanks and waste holding tanks, limited to serving food requiring minimal handling or commissary-wrapped food maintained at proper temperatures.

Guidelines:

- All mobile units must be **self-contained**.
Propane tanks and grills must be on a trailer or affixed to the mobile unit.
- Tables, chairs, trash receptacles, and popup canopy covers are allowed within the setback guidelines. These items must be easy to pick up and transport.
- **No portable toilets are permitted.**

OFFICE USE ONLY

Application Received Date: _____ **By:** _____

Planning & Development Compliance: _____ **Date:** _____

Paperwork Needed to Complete Application

- Completed Application Form
- Detailed and Dimensioned Site Plan
- Copy of valid Advertising & Promotion permit
- Copy of Arkansas Department of Health Permit Approval
- Current photo of mobile or Seasonal unit
- Wastewater disposal plan
- Copy of Lease agreement

- | | |
|---|--|
| <input type="checkbox"/> Copy of driver's license | <input type="checkbox"/> Copy of tow vehicle insurance |
| <input type="checkbox"/> Copy of tow vehicle registration | <input type="checkbox"/> Copy of trailer registration |
| <input type="checkbox"/> Copy of Mobile Unit registration | |
| <input type="checkbox"/> Copy of Mobile Unit insurance | |
| <input type="checkbox"/> Reciprocity: _____ | |

Contact Information

Hot Springs Advertising & Promotion Commission

105 Convention Blvd, Hot Springs, AR 71901
Phone: (501) 321-4378 Fax: (501) 620-5007
Email: hsaccounting@hotsprings.org

Hot Springs Stormwater Management

100 Broadway Terrace, Hot Springs, AR 71901
Phone: (501) 321-6773 Fax: (501) 321-6868
Email: agraulau@cityhs.net

City of Hot Springs-Business Licensing

324 Malvern Ave, Hot Springs, AR 71901
Phone: (501) 321-6826 Fax: (501) 321-6809
Email: mnunez@cityhs.net

City of Hot Springs- Planning & Development

133 Convention Blvd, Hot Springs, AR 71901
Phone: (501) 321-6905 Fax: (501) 321-6854
Cell: (501) 262-8916
Email: kburks@cityhs.net

City of Hot Springs- Utilities-Wastewater

Dennis Brunson & Bill Garner
320 Davidson Dr, Hot Springs, AR 71901
Phone: (501) 262-1881
Dennis Brunson Mobile (501)520-9267