



MOBILE FOOD UNITS 2018 LICENSING GUIDELINES

1. **DEADLINES:** Please Allow 6 weeks to complete the Application, Review, Inspection and Approval Process.
2. **APPLICATION:** You must fill out the attached **Mobile Food Unit Application** to start the process.
3. **HEALTH:** A **Food Establish Permit Application and Plan Review** with the Health Department is required. Please contact the Health Department upon application to review requirements and process for inspection (508-228-7200, x7014 or x7020). You must be prepared with the following for a Plan Review:
 - The base of operations for all Mobile Food Units must be a licensed commercial food establishment approved by the Health Department. Once approved, a copy of a signed lease must be submitted. Please note: Daily visits to the base of operations is required for re-stocking, cleaning and sanitizing, and dumping of your wastewater.
 - The following documents are required: Unit Layout; Full Menu; List of all equipment specifications (All commercial grade equipment required).
 - The Food Manager is required to have the following Certificates: Allergy; ServSafe; Worker's Compensation (or signed affidavit for sole proprietors).
4. **LOCATIONS:** Please review guidelines below for Location specific requirements.
 - No Mobile Food Unit may operate within 500 feet of ANY food service establishment (includes restaurants, sandwich/pizza shops, deli's, general stores with prepared food items for sale).
 - The following Town of Nantucket Beach locations do NOT allow Mobile Food Units: Children's; Jetties; Surfside; Francis Street; Codfish Park.
 - The following Town of Nantucket Beach Locations will be licensed on a first come-first served basis: Madaket; Dionis; Miacomet (East).
 - Beach areas that are under the control of the Audubon Society, Nantucket Conservation Foundation, USCG, Trustees of the Reservations are NOT granted Mobile Food Unit permits by the Board of Selectmen. Any MFU's operating at these locations with permission from the governing organization must still pass all Health requirements and inspections.
 - The following Beach locations require written permission from the listed permitting authority before a final Town of Nantucket license is granted:
 - i. LAND BANK: Cisco; Ladies; Miacomet (West)
Contact JesseBell@nantucket-ma.gov
 - ii. AIRPORT: Nobadeer:
Contact JanineTorres@nantucket-ma.gov
 - A maximum of (12) 'Roaming' Licenses will be issued for Ice Cream Style Trucks Only. No trucks serving full meals, sandwiches, etc.

TOWN OF NANTUCKET • LICENSING DEPARTMENT

4 FAIRGROUNDS RD • 508-325-4137 • licensing@police.nantucket-ma.gov



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5. **FINGERPRINTS:** Fingerprinting of all new Mobile Food Unit Applicants is required within 7 days of submittal of a Mobile Food Unit License Application. Fingerprinting requirements are as follows:
 - Fingerprinting hours are Wednesday and Thursday, 8:00 am – 12:00 pm, Nantucket Police Department, 4 Fairgrounds Road.
 - Valid Government issued identification (MA Driver's License, US Passport, MA RMV ID card, State ID card)
 - \$30 Money Order payable to Commonwealth of Massachusetts
 - \$10 Administration Fee payable to the Town of Nantucket or Credit Card payment accepted.
 - Out of State Applicants must request a Massachusetts State Police Fingerprint Card to be sent to their address to have fingerprints taken at an off-island Police Department. The fingerprints and the \$30 Money Order must be returned to the Nantucket Police Department for processing.
 - Fingerprint results take 1-2 days.

6. **PUBLIC HEARING:** All applications are reviewed and approved by the Board of Selectmen at the Board's discretion during a Public Hearing (3rd Wednesday of every month). A Legal Notice is required for two weeks prior to the hearing at the applicant's expense. The hearing will be scheduled once Fingerprint results are returned and Health Department approves Plan Review.

7. **FEES:** All Fees must be paid in full before a final license is issued.
 - \$35: Application Fee
(includes \$25 License Application Fee and \$10 Fingerprint Processing Fee)
 - \$300: Annual Town of Nantucket License Fee
 - \$30: Commonwealth of Massachusetts Fingerprint Fee
 - \$150: Health Department Plan Review Fee
 - \$150: Health Department Licensing Fee
 - \$291.40: Inquirer & Mirror Legal Notice Fee

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MOBILE FOOD UNIT LICENSE APPLICATION CHECKLIST

A Complete Mobile Food Unit Application must include the following:

1. The Town's completed Mobile Food Unit License application form.
2. A copy of proposed Menu.
3. Completed Food Establishment Permit Application and Plan Review Approved by Health Department.
4. Written approval for MFU operations at Public Locations by governing organization and/or property owner (i.e. Land Bank; Airport Commission).
5. Zoning Use Permit/Approval if applicable.
6. State and National Fingerprint base criminal history check conducted by NPD. Results must be received and approved prior to a BOS Public Hearing.
7. Legal Notice Advertised for two consecutive weeks immediately prior to BOS Public Hearing. Licensing Department will place ad once BOS Hearing is scheduled.
8. Abutter List and Notification Return Receipt Cards. [Review Abutter List Process for Instructions.](#)
9. FEES DUE AT TIME OF LICENSING APPLICATION (*NPD, 4 Fairgrounds Road*):
 - \$35.00 check payable to *Town of Nantucket* (Application and Fingerprint Fee).
 - \$30.00 money order made payable *Commonwealth of Massachusetts* (Fingerprints).
 - \$291.40 check payable to *The Inquirer and Mirror* (Legal Notice advertisement).
10. FEES DUE AT TIME OF HEALTH DEPARTMENT APPLICATION (*Health, 3 E. Chestnut Street*):
 - \$300.00 check payable to *Town of Nantucket* (Health Department Plan Review & License Fee).
11. FEES DUE TO ISSUE FINAL LICENSE (*NPD, 4 Fairgrounds Road*):
 - \$300.00 check payable to *Town of Nantucket* (License Fee).



TOWN OF NANTUCKET

NEW LICENSE APPLICATION

MOBILE FOOD UNIT

APPLICANT

Owner Name

Company name

DBA

Primary Phone

Primary E-mail

Primary Mailing Address

MFU Manager
(if different than Owner)

Manager Cell Phone

Manager E-mail

MOBILE FOOD UNIT

Dimensions of MFU (Please attach photo)

Commercial Kitchen Address for MFU

Location of Overnight Parking of
MFU

Date of Plan Review Submission to Health Department (Please Include a copy with this application):

Please Describe Plan for Food Services (i.e. Sandwiches, Ice Cream, Packaged Snacks, Juices, Baked Goods, etc.)
(Please include a copy of a sample menu)

Please List all Approved/Requested Locations for Mobile Food Unit (Beaches, Public Property, Special Events):

Season/Days/Hours of Operation for MFU for each location: