

Village of Brooklyn
Mobile Food Vendor Permit Application
210 Commercial St., P.O. Box 189
Brooklyn, WI 53521
608-455-4201/fax 608-455-1385

clerk@brooklynwi.gov or deputyclerk@brooklynwi.gov

Effective June 1st, 2022, a mobile food vendor permit is required in the Village of Brooklyn for any restaurant or retail food establishment where food is served or sold from a movable vehicle, trailer, pushcart or similar portable device. The requirement does not apply to home delivery of food or beverage items or for approved vendors by the Recreation Committee and/or Village board for special events. To apply for a permit, submit this application and permit fee by mail or in-person at the village hall during normal business hours (Monday-Friday, 7 a.m. to 5 p.m.). Contact the Village Clerk’s Office for questions at (608) 455-4201.

DO NOT complete if approved by the Village of Brooklyn Recreation Committee to sell or vend during a specific recognized event. Mobile food vendors cannot sell on the same night as Brooklyn Food Truck nights unless invited and approved by the Village of Brooklyn Recreation committee.

Locations of operation:

- East/West Douglas Drive, adjacent to commercial/retail space
- Railroad Street
- Prosperity Place

Permit Type (Please Select One)
<input type="checkbox"/> Annual Permit – Valid from Jan. 1 through Dec. 31 of same calendar year. Limit of four (4) annual permits issued per year. Permit fee of \$300.00 which may be prorated according to the date it is issued.
<input type="checkbox"/> Daily Permit – Valid for one day for a maximum of six (6) hours. Up to five (5) daily permits may be issued to the same vendor within a twelve (12) month period. Permit fee of \$35.00 per day. Date(s) and Time(s) Requested: _____ _____
Applicant Information
Name:
Address:
Work/Cell/Home Phone Number:
Email:
Driver’s License/State ID No.:
Applicant Checklist
<input type="checkbox"/> Submit a copy of a passing mobile food truck inspection report from the Dane County Health Department and/or Department of Agriculture, Trade and Consumer Protection (DATCP)
<input type="checkbox"/> Submit a copy of a WI Seller’s Permit
<input type="checkbox"/> Submit driver’s license or some sort of other proof of identity

Business Information

Business Name:

WI Seller's Permit No:

Contact Name:

Work/Cell/Home Phone Number:

Email:

Vehicle/Trailer Description

Year

Make

Model

Color

License Plate No.:

Food Vendor Information

Nature of business and brief description of type of food products sold:

Date(s) and Time(s) of Operation:

Most recent municipalities where applicant conducted business:

Have you ever been convicted of any felony within the past two years, or of any State law or municipal ordinance relating to the sale or vending of food within the last five years?

 Yes No

If yes, please list the nature of the offense: _____

Certification and Signature

I attest that the information in this application is true and correct to the best of my knowledge. I have reviewed the municipal ordinances that apply to mobile food vendors, and I agree to comply with them. I understand that violation of any regulations pertaining to mobile food establishments may be grounds for revoking a permit and/or forfeiture. I understand that issuance of a permit creates no legal liability, express or implied, on the Village of Brooklyn. I understand that all fees are non-refundable.

Signature of Applicant

Date

Office Use Only

Date Filed _____

Permit Fee Paid _____ Received By _____

Approvals

Village of Brooklyn Board or Designee

Approved

Not Approved

Approved with conditions _____

Permit Issue Date _____

Permit Number: _____

Comments: