

**Prince George's County**  
Department of Permitting, Inspections  
and Enforcement  
**PERMITTING & LICENSING DIVISION**  
**Business Licensing Center**  
9400 Peppercorn Place, 1<sup>st</sup> Floor  
Largo, Maryland 20774  
301.883.3840 ♦ FAX: 301.883.3875

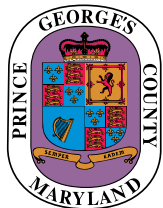


**FOOD SERVICE FACILITIES — MOBILE UNITS —  
FOOD TRUCK HUB(S) REQUIREMENTS CHECKLIST**

OFFICE  
USE  
ONLY

***A Food Truck Hub Coordinator Must Submit:***

- Completed application and checklist. Additional forms can be obtained from the Business Licensing Center or on DPIE's Website at <http://dpi.e.mypgc.us>.
- Each license expires one year from the date of issuance unless renewed.
- Site plan showing all existing improvements on the property, restroom facilities for participating vendors either on location or within the immediate area, off-street parking areas and driveways (including traffic control patterns), and the specific area (include dimensions) of the property to be occupied by the Food Truck Hub.
- Letter from the property owner stating that parking is available for Food Truck Hub patrons if located within a parking lot.
- Letter of support from the municipality if the property to be occupied by the Food Truck Hub is located within the corporate boundaries of a municipality; or a letter of support from the Prince George's County Economic Development Corporation (EDC) if not located within a municipality. (Contact EDC at 301.583.4650.)
- Letter of permission from the property owner where the Food Truck Hub will be located with a copy of the existing site plan. If the Food Truck Hub is located on the public rights-of-way, a letter of permission is also required from both the municipality and the County, or the State, whichever is the property owner of record for the right(s)-of-way.
- List of licensed vendors that comprise a specific Food Truck Hub to include each participating vendor's Tax Identification Number, County license, Health Department certification and demonstrated proof that a participating vendor has no outstanding notices of violation.



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**APPLICATION FOR FOOD TRUCK HUB LICENSE**

*Please print clearly.*

**SECTION A — FOOD TRUCK HUB COORDINATOR IDENTIFICATION**

Coordinator's Name: \_\_\_\_\_

Coordinator's Address: \_\_\_\_\_

*Street*

*City*

*State*

*ZIP Code*

Coordinator's Telephone #(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

**SECTION B — FOOD TRUCK HUB LOCATION**

Food Truck Hub Name: \_\_\_\_\_

Location of Food Truck Hub: \_\_\_\_\_

*Street*

*City*

*State*

*ZIP Code*

Business Telephone #(s): \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

*Street*

*City*

*State*

*ZIP Code*

Property Owner Telephone #(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

**SECTION B — FOOD TRUCK HUB**

List the maximum number of mobile units that will be operating on a given day: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**SECTION B — FOOD TRUCK HUB** — *Continued*

*Food Truck Hubs cannot open before 6:00 a.m. and must close by 9:00 p.m. Only vendors primarily selling freshly prepared foods or fresh fruits and vegetables may be allowed to participate in the Food Truck Hub.*

List days and hours of operation for the Food Truck Hub:

<b>Day of the Week</b>	<b>Hours</b>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

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**SECTION C — ATTESTATION**

**I, THE UNDERSIGNED, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATTERS AND FACTS SET FORTH IN THE FOREGOING APPLICATION ARE TRUE TO THE BEST OF MY INFORMATION AND BELIEF.**

\_\_\_\_\_  
*Printed Name of Food Truck Hub Coordinator*

\_\_\_\_\_  
*Signature of Food Truck Hub Coordinator*

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SEAL

\_\_\_\_\_  
*Notary Public*