

# Mobile Food Trucks Operating in North Little Rock

Food trucks operating in North Little Rock are subject to [Ordinance No. 8736](#)

All food trucks conducting business in the City of the North Little Rock must have the following:

1. **A Current Year Fire Inspection** – contact the North Little Rock Fire Department at 501-340-5377 to schedule an inspection by the Fire Marshal’s Office. They do not provide inspections/on-site inspections outside of normal business hours (e.g., at a local event) or provide food truck inspections via FaceTime.
2. **A Current Year Health Inspection** – contact the North Little Rock Health Department at 501-791-8551 to schedule an inspection to receive the approved to open papers.
3. **Current Year Written Permission from Property Owner for each location the Mobile Food Vendor operates at (if applicable)**
4. **A Valid Driver’s License of the Owner/Representative of the Food Truck**
5. **A Current North Little Rock Business License** – application is made at the North Little Rock City Clerk & Treasurer’s Office, 300 Main Street (City Hall) 501-975-8617. The City Clerk’s Office will honor business licenses issued by any City in the State of Arkansas for the same classification. A copy of the current out-of-city business license must be submitted with:  
(1) the fire inspection, (2) health inspection, (3) driver’s license and (4) business license application in order to obtain a “no fee” North Little Rock business license.  
**If the mobile food truck does not have an out-of-city business license, please contact our office for fees.**
6. **A Current North Little Rock Advertising & Promotion Permit** – application is made at the North Little Rock Advertising & Promotion Commission, 600 Main Street, 501-404-0143. If the food truck does not obtain an Advertising & Promotion permit upon receiving a North Little Rock business license, the business license is subject to being revoked.

## REGULATIONS FOR FOOD TRUCKS

Each food truck may only operate at the specific location listed on the written approval. No dining area is permitted without prior approval. Each food truck must offer a waste container(s) for public use. Food Truck operators must remove all trash at their expense and shall not use dumpsters of existing businesses without the permission of those businesses. No food truck shall make or cause to make any unreasonable or excessive noise in violation of City ordinances. Food trucks cannot be parked on the street overnight unless part of an ongoing event. Food trucks must be secured any time food is kept in the truck. Unless otherwise specified, permits are valid for the current calendar year.

# City of North Little Rock

Account # \_\_\_\_\_

Type \_\_\_\_\_

To be completed by City Clerk's office

## BUSINESS LICENSE APPLICATION

Please mail application and fees to:  
Diane Whitbey  
City Clerk and Treasurer  
PO Box 5757  
North Little Rock, AR 72119

Questions? Call 501-975-8617

### APPLICATION FOR BUSINESS LICENSE

Date: \_\_\_\_\_, 20\_\_\_\_ Tax ID # \_\_\_\_\_

New Business \_\_\_\_\_ Change of Ownership \_\_\_\_\_ Name Change \_\_\_\_\_ Address Change \_\_\_\_\_ Existing \_\_\_\_\_

Corporation \_\_\_\_\_ Limited Liability Company (LLC) \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Other \_\_\_\_\_

Name of Business \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_

Business Telephone # \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing address if different than business location \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Email or web address \_\_\_\_\_

Description of Operations \_\_\_\_\_

Business started: Month \_\_\_\_\_ Year \_\_\_\_\_ Number of employees \_\_\_\_\_

Owner/Highest Officer's Name (Printed) \_\_\_\_\_

Driver's License # \_\_\_\_\_ (Attach color copy) Telephone # \_\_\_\_\_

Owner/Highest Officer's Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Co-Owner/Second Highest Officer's Name (Printed) \_\_\_\_\_

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

Is this business an out of State/City Contractor? Yes \_\_\_\_\_ No \_\_\_\_\_

Does this business sell any type of prepared food or beverage? Yes \_\_\_\_\_ No \_\_\_\_\_

Does this business sell any type of alcoholic beverages? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this business going to be operated out of your home? Yes \_\_\_\_\_ No \_\_\_\_\_

Has the Owner/Co-Owner/etc. operated a business in North Little Rock before? Yes \_\_\_\_\_ No \_\_\_\_\_

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# City of North Little Rock

## BUSINESS LICENSE APPLICATION

Business property owned?  Or Leased?  If leased, please provide a signed copy of the lease/ rental agreement between the tenant & property owner, along with the property owner's information:

Property owner's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

### *Inventory*

Does this business maintain inventory? Yes  No

If yes, list your yearly inventory amount below.

If no, Please skip this section and sign below.

Inventory Amount \$ \_\_\_\_\_

**A FALSE STATEMENT OR MISREPRESENTATION MAY MAKE THE LICENSE NULL AND VOID AND CONSTITUTE FORFEITURE OF PAID FEES**

I certify that all information stated is true and accurate to the best of my knowledge and belief.

Signed \_\_\_\_\_  
Owner or Authorized Representative

**ALL FEES ARE SUBJECT TO VARIABLES/PRO-RATING/ ETC. PLEASE CONTACT THE CITY CLERK'S OFFICE FOR FINAL BUSINESS LICENSE FEE QUOTES BEFORE SENDING PAYMENT. ALL LICENSE FEES ARE NON-REFUNDABLE & BASED ON APPROVAL OF CITY CLERK.**

**The business/privilege license application will be held in the City Clerk's office for no more than thirty (30) days after the date it is received in the office.**

### ***Optional Information:***

Is this business Minority Owned? Yes  No  (If yes, please check type below)

Black American (BL)  Asian Indian American (AI)  Asian Pacific American (AP)

Native American (NA)  Hispanic American (HI)  Hasidic Jewish American (HS)

Small Business Owned? Yes  No

Woman Owned? Yes  No

Revised March2017: cityclerkdailyreport/forms petitions/Business License



North Little Rock Advertising & Promotion Commission  
600 Main Street Ste 100, North Little Rock AR 72114  
(501) 404-0143

INTERNAL USE ONLY  
Permit Number: \_\_\_\_\_  
Date: \_\_\_\_\_ Staff: \_\_\_\_\_  
Updated: 3/2020

**ADVERTISING AND PROMOTION TAX PERMIT APPLICATION**

PLEASE **PRINT** ALL INFORMATION

**APPLICATION DATE:** \_\_\_\_\_ **BUSINESS OPENING DATE:** \_\_\_\_\_  
Month, Date, Year Month, Date, Year

**Business Name:** \_\_\_\_\_

**Doing Business As:** \_\_\_\_\_

**Foodservice (Check One)**

- Caterer ONLY
- Concessionaire\*
- Food Truck\*
- Convenience Store
- Restaurant

**Lodging (Check One)**

- Bed and Breakfast
- Hotel/Motel # rooms \_\_\_\_\_
- RV Park/Campground # sites \_\_\_\_\_
- Vacation Rentals (Airbnb, VRBO, Etc.) # rooms \_\_\_\_\_

\*Required to list where you will be doing business in North Little Rock

**Business Physical Address (required):** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Business Telephone Number:** \_\_\_\_\_ **Business FAX:** \_\_\_\_\_

**Business Mailing Address (If different than physical location):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Complete the following for all majority owners or partners in this business:** **PLEASE PRINT** **NO P.O. BOX**

	Owner/Partner 1	Owner/Partner 2	Owner/Partner 3
Name			
Title			
Home Address			
City			
State			
Zip			
Cell Phone			
Email			

(more on back)



North Little Rock Advertising & Promotion Commission  
 600 Main Street Ste 100, North Little Rock, AR 72114  
 (501) 404-0143

(continued)

	<b>Accounting Contact</b> (who will be handling taxes on behalf of the business?)
<b>Name</b>	
<b>Title</b>	
<b>Home Address</b>	
<b>City</b>	
<b>State</b>	
<b>Zip</b>	
<b>Cell Phone</b>	
<b>Email</b>	

*The following information will be helpful to us for promoting your business to visitors.*

	<b>Marketing/Communications Contact</b> (in-house, agency or corporate contact who handles your website, social media, etc.)
<b>Name</b>	
<b>Title</b>	
<b>Cell Phone</b>	
<b>Email</b>	

**Business Website:** \_\_\_\_\_

**Are you on the following social media sites? Check all that apply.**

Facebook     Twitter     Instagram

\_\_\_\_ I verify receiving Operating a Business in North Little Rock and the Prepared Food Definition ordinance.  
 \_\_\_\_ I understand a valid driver's license will be required to obtain a permit.

**Applicant's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_