Food Truck Vendors on Private Property
Frequently Asked Questions

Q. Where can Food Trucks operate in the City of Newport News?
A. Food Truck Vendors can operate in one of three ways:
   1. City Street and Sidewalk Food Vendor in one of two designated districts.
   2. Food Truck Vendor on private property in specific zoning districts.
   3. Special Events

Q. What do I have to do to operate on private property in the City of Newport News?
A. Food Truck Vendors can operate on private property within certain zoning districts provided they meet certain criteria some of which are:
   • The property has business that is in operation;
   • The property owner has provided their permission for the food truck operation to be on their property; and
   • The food truck vendor has obtained a City of Newport News Food Truck Vendor Permit.
   Food Truck Vendors may not operate on property with closed businesses, on unimproved property or on property where only a parking lot exists without an operating business.

Q. How can I get a Food Truck Vendor Permit in the City of Newport News?
A. You can obtain a Food Truck Vendor Permit thorough our Department of Codes Compliance by completing an application ensuring you meet all the required criteria.

Q. How much does a Food Truck Vendor Permit cost and how long is it valid?
A. The application fee for a City of Newport News Food Truck Vendor Permit is $150.00. It is an annual permit that cannot be sold or transferred to other operators.

Q. If I currently have a Street and Sidewalk Food Vendor Permit form the City of Newport News will I have to relinquish that in order to obtain a Food Truck Vendor Permit for private property?
A. No, Food Truck Vendors that currently operate under the Streets and Sidewalks regulations and have purchased a Street and Sidewalk Food Vendor Permit can continue to operate in that location. They may also obtain a Food Truck Vendor Permit to vend on private property through the Department of Codes Compliance.
Food Truck Vendor Rules and Regulations

City of Newport News

2400 Washington Avenue, Newport News, Virginia 23607
http://www.nnva.gov

Department of Codes Compliance
Phone (757) 933-2311 Fax (757) 926-8311
codesclerical@nnva.gov

Zoning Ordinance - Chapter 45, Article V. General Regulations, Section 45-537: Food truck vendors on private property. All food truck vendors shall obtain a Food Truck Vendor Permit for private property from the Department of Codes Compliance.

A Food Truck Vendor Permit application shall include the following:

- Name, home and business address and phone number of applicant.
- A description of the type of food and beverage to be sold.
- A copy of a valid health permit from the Virginia Department of Health. Permit shall be posted at all times stating that the mobile food operation meets all applicable standards.
- Health Department – 416 J Clyde Morris Blvd, Newport News, VA 23601 (757) 594-7300
- A valid fire inspection report from the Fire Marshall – Fire Department – 6100 Warwick Blvd, Newport News, VA 23607 (757) 247-8873
- Property owner’s written permission to vend on private property.
- An annual permit fee of one hundred and fifty dollars ($150.00).

Food truck Vendor Standards:

- A current City of Newport News business license and decal issued by the Commissioner of the Revenue shall be available at all times for inspection and the decal shall be affixed and displayed appropriately.
- The food truck shall be properly licensed and tagged, as required by the Virginia Departments of Motor Vehicles, and shall have appropriate general liability insurance coverage.
- Food truck vendors shall leave the site when the on-premises establishment closes for the day. The vendor must pick up, remove and dispose of all trash or refuse attributable to the vending prior to leaving.
- Food truck vendors shall not vend on unimproved (with no structure) or vacant properties and shall not vend on properties operated solely as parking lots.
- Food truck vendors may only park in a designated parking area on a paved surface. Blocking drive aisles, sidewalks, access to loading/unloading areas or emergency access and fire lanes are prohibited.
- No by-product of the operations, including but not limited to trash, grease, grey water, or excess food, shall be disposed of in or on any City of Newport News property, including but not limited to, trash cans, curbs, gutters, manholes, storm drains or sewer gates. Proper disposal of fats, oils and grease (FOG) as required in Chapter 33, Sewers and Sewage Disposal, Article IV, Sewer Use Standards, Division 2, Fats, Oils and Grease.
- The volume of any background music played from the food truck shall be limited so as not to be plainly audible beyond the property boundaries of the site where the food truck is located or at a distance of 100 feet from the food truck, whichever is less.
- Any lighting used to illuminate the vehicle or customer area shall be dark skies compliant and shall not produce light spill onto adjacent property or public rights-of-way.
Food Truck Vendor Permit Application
City of Newport News Codes Compliance
2400 Washington Ave, 3rd Floor, Newport News, VA 23607 Phone (757) 933-2311 Fax (757) 926-8311
http://www.nnva.gov codesclerical@nnva.gov

Zoning Ordinance - Chapter 45, Article V. General Regulations, Section 45-537: All Food truck vendors shall obtain a Food Truck Vendor Permit for private property from the Department of Codes Compliance.

Name of applicant: ____________________________ Phone number: ____________________________
Home Address: ________________________________
Business Name: ________________________________
Business Address: ________________________________

Description of food and beverage to be sold: _________________________________________________

Vehicle description: __________________________
Make: __________________________ Model: __________________________ License plate: __________________________ State: __________________________
Commissary Location: __________________________

Health Department permit attached: □
Fire Department report attached: □
Property Owner’s permission(s) attached: □
Copy of Drivers License: □

Proposed Vending location 1
Name of Business (if applicable): __________________________
Address: __________________________
Property Owner: __________________________ Phone: __________________________

Proposed Vending location 2
Name of Business (if applicable): __________________________
Address: __________________________
Property Owner: __________________________ Phone: __________________________

Proposed Vending location 3
Name of Business (if applicable): __________________________
Address: __________________________
Property Owner: __________________________ Phone: __________________________

I certify that the information listed above is correct, and I have read, understand, and agree to abide by the requirements under the provision of the code of the City of Newport News, Zoning Ordinance, Chapter 45, Article V, Section 45-537.

Applicant Signature __________________________ Date: __________________________

Office Use Only

Approved by: __________________________
Issued date: __________________________ Expiration date: __________________________
Fee of $150.00 paid: □

The permit may not be leased, sold or otherwise transferred. The permit shall be valid for a permit of 12 months.

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