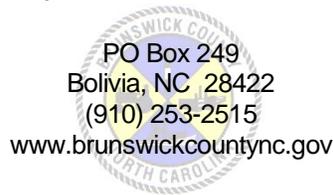


**Brunswick County**  
**Operation Services Department**  
Stephanie Lewis, Director

Construction & Grounds  
Building & Park Maintenance  
Custodial Services



Solid Waste & Recycling  
Mosquito & Water Management  
Service Center

**Procedures for Food Truck Sales at  
Brunswick County Government Center**

- 1) Applications will be for the operation of a mobile food unit or pushcart (i.e. “food truck”) at Brunswick County Government Center between the hours of 7:00 a.m. and 3:00 p.m. on traffic court days occurring during a specified calendar month. Vendors will be required to serve between the hours of 11:00 a.m. and 2:00 p.m.
- 2) Food trucks must have a valid North Carolina Food Service Establishment Operation Permit as required by:

**15A NCAC 18A .2670 GENERAL REQUIREMENTS FOR PUSHCARTS AND MOBILE FOOD UNITS**

(a) A permit shall be issued by the regulatory authority that inspects the commissary from which a pushcart or mobile food unit is to operate, if the regulatory authority determines that the pushcart or mobile food unit complies with the rules of this Section. The permit shall be maintained on the pushcart or mobile food unit and made available to the regulatory authority upon request.

- 3) Applicants must submit a completed application at least 14 days prior to the date of operation. The applicant will need to specify the actual set up date(s) requested.
  - a. Applications will be available online at [www.brunswickcountync.gov](http://www.brunswickcountync.gov) and at the Brunswick County Operation Services office located at 179 March 9, 1764 Drive, Bolivia, NC. Applications will also be mailed and/or emailed to interested parties upon request.
  - b. A copy of the operation permit and a copy of the latest sanitation inspection must be submitted with the application.
  - c. Completed applications must be returned to Brunswick County Operation Services.

By Mail: Brunswick County Operation Services  
PO Box 249  
179 March 9, 1764 Drive  
Bolivia, NC 28422

By Email: [OperationServices@brunswickcountync.gov](mailto:OperationServices@brunswickcountync.gov).



- 4) Brunswick County Operation Services staff will stamp the date and time the application is received.
- 5) Three food trucks will be assigned operation date(s) which may include one or both traffic court dates within the specified calendar month.
- 6) Applicants will be notified by email and/or phone at least 7 days prior to the nearest date of operation.
- 7) Food trucks not assigned dates on a given month will be placed in queue for the next month of operation according to the date their application was received.
- 8) Due to space limitations, food trucks may not exceed 50' in length. Food trucks must be set up with the serving area facing the sidewalk.
- 9) Food trucks must maintain at least a "95.0" food safety sanitation score to be eligible for this program.

